

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name] as discussed in your email dated [Date of Offer]. I am excited to join your team and contribute to [Company's Name].

I confirm my acceptance of the offered salary of [Salary Amount] and the start date of [Start Date]. I appreciate the opportunity to be part of such a dynamic organization and look forward to working with you and the rest of the team.

Please let me know if there are any forms or documents you would like me to complete before my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]