

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

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name] as discussed in our recent correspondence. I am grateful for the opportunity and excited to join your team.

As per the offer, I understand that my starting salary will be [Salary Amount], and my starting date will be [Start Date]. I am looking forward to contributing my skills and experiences to [Company's Name] and working collaboratively with the team.

Please let me know if there are any documents or further steps necessary before my start date.

Thank you once again for this incredible opportunity.

Sincerely,
[Your Name]