

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

Dear [Recipient's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] that was extended to me on [Date of Offer]. I am thrilled about the opportunity to join your team and contribute to [mention any specific project or goal related to the position].

As discussed, my starting salary will be [Salary Details], and I understand that my start date will be [Start Date]. I appreciate the generous benefits package and the opportunities for professional development mentioned during our conversations.

Thank you once again for this fantastic opportunity. I am looking forward to working with you and the team at [Company Name]. Please let me know if there are any forms or further information you need from me prior to my start date.

Sincerely,  
[Your Name]