

[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], which was discussed in our recent conversations. I am grateful for the opportunity and excited to join your team.

As discussed, my starting salary will be [Salary] and my start date is set for [Start Date]. I look forward to contributing to [Company's Name] and working alongside such a talented group of professionals.

Thank you once again for this opportunity. I am eager to begin this new chapter in my career.

Sincerely,
[Your Name]