

[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 our recent conversations. I am excited about the opportunity to join your team and contribute to [specific goals or projects mentioned].

I appreciate the details outlined in the job offer, including the starting salary of [Salary Amount], benefits, and my start date of [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,  
[Your Name]