

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally accept the job offer for the position of [Job Title] at [Company Name], as discussed during our recent conversations. I am excited about the opportunity to join your team and contribute to [specific goals or projects relevant to the job].

As per our discussion, I understand that my starting salary will be [salary amount] with benefits that include [briefly list benefits, if applicable]. I am looking forward to starting on [start date] and will ensure that I am fully prepared for my new role.

Thank you once again for this incredible opportunity. I am eager to contribute my skills and experience to [Company Name] and be a part of your team. Please let me know if there are any documents or further information needed from my side before my start date.

Warm regards,

[Your Name]