

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally confirm my acceptance of the job offer for the position of [Job Title] at [Company Name], which was extended to me on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific goals or projects].

As discussed, I confirm my start date will be [Start Date], and my starting salary will be [Salary]. I appreciate the support you have provided during the hiring process and am eager to begin my new role. Please let me know if there are any documents or additional information you need from my side prior to my start date.

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

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)