

[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 position of [Job Title] with [Company's Name], as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to [mention any specific project, value, or goal of the company].

As discussed, I confirm my start date will be [Start Date], and I understand that my salary will be [Salary Amount] with benefits as described in the offer.

Thank you for this incredible opportunity. I look forward to working together and contributing to the success of [Company's Name].

Sincerely,
[Your Name]