

[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 Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to [mention any specific project or goal related to the role].

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I understand my responsibilities and the expectations set forth in our previous conversations.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]