

[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] at [Company's Name], as discussed during our conversation on [Date of Offer]. I am excited to join the team and contribute to [specific goal or project related to the job or company].

I understand that my starting salary will be [Salary Amount], with benefits as outlined in the offer letter. I confirm my start date to be [Start Date], and I am looking forward to learning and growing with [Company's Name].

Thank you for this opportunity. Please let me know if you require any further information from my side before my start date.

Sincerely,  
[Your Name]