

[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 am excited to formally accept the job offer for the [Job Title] position at [Company Name]. I appreciate the opportunity and am eager to contribute to the team.

As discussed, I understand that my start date will be [Start Date], and my salary will be [Salary].

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,
[Your Name]