

[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 job offer for the position of [Job Title] at [Company's Name], as discussed in our recent communication. I am grateful for the opportunity and excited to contribute to the team. I confirm my acceptance of the terms outlined in the offer letter, including the starting salary of [salary amount], benefits, and starting date of [start date].

Thank you once again for this opportunity. I look forward to joining [Company's Name] and working with everyone.

Sincerely,
[Your Name]