

[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] with [Company's Name] as discussed in your letter dated [Date of Offer Letter]. I am grateful for the opportunity and thrilled to join your team.

I appreciate the details outlined in the offer, including the starting salary of [Salary Amount], the benefits package, and my start date of [Start Date]. I am enthusiastic about bringing my skills and experience to [Company's Name] and contributing to our shared success.

Please let me know if there are any documents or further information you need from me prior to my start date.

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

Sincerely,
[Your Name]