

[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 hope this message finds you well. I am writing to formally accept the offer for the [Job Title] position at [Company's Name]. I am truly grateful for this opportunity and excited to become part of such a talented team.

After careful consideration, I am thrilled to confirm my start date as [Start Date]. I appreciate the trust you have placed in me, and I am eager to contribute to the company's success and embrace the challenges ahead.

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

Warmest regards,

[Your Name]