

[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]. I am grateful for this opportunity and appreciate the trust you have placed in me.

I am enthusiastic about joining the team and contributing to [specific area related to the job or company]. I believe that my skills and experiences align well with the goals of [Company's Name], and I am eager to begin work on [start date].

Thank you once again for this opportunity. Please let me know if there are any documents or information you need from me before my start date. Looking forward to working with you.

Sincerely,
[Your Name]