

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recruiter's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recruiter's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name], as discussed in our recent communication. I am excited about the opportunity to join your team and contribute to the company's goals.

As per our agreement, my starting salary will be [Salary Amount], and my start date will be [Start Date]. I appreciate the benefits package and other details shared with me during the offer process.

Thank you for this opportunity. I look forward to working with you and the rest of the team at [Company Name].

Best regards,

[Your Name]