

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company 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 Name] as discussed. I am excited about the opportunity to join your team and contribute to [specific aspect of the company or project].

As per our discussion, I understand that my starting salary will be [Salary Amount] with additional benefits including [list any benefits discussed]. I confirm my start date will be [Start Date].

Thank you once again for this opportunity. I look forward to being a part of [Company Name].

Sincerely,  
[Your Name]