

[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 pleased to formally accept the job offer for the position of [Job Title] at [Company's Name], as outlined in the offer letter dated [Offer Date]. I am excited to join the team and contribute to [specific project or company goal].

As discussed, my start date will be [Start Date]. I appreciate the opportunity and look forward to working with you and the team.

Thank you once again for this opportunity.

Sincerely,
[Your Name]