

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your team and contribute to [specific aspect of the company or role].

As discussed, my starting salary will be [Salary Amount], with [benefits, start date, and any other relevant details mentioned in the offer]. I look forward to starting on [Start Date] and am eager to bring my skills to [Company Name].

Thank you once again for this incredible opportunity. Please let me know if you need any further information or documentation from my side prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]