

[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 offer for the position of [Job Title] at [Company's Name], as discussed in our recent conversation. I am excited about the opportunity and am eager to contribute to the team.

I appreciate the confidence you have shown in me, and I look forward to starting on [Start Date]. Please let me know if there are any documents or additional information you need from my side prior to my start date.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]