

[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 acknowledge and accept the job offer for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity and excited to join your team starting on [Start Date]. Thank you once again for this opportunity. I look forward to contributing to [Company's Name] and working with such a talented group of individuals.

Sincerely,  
[Your Name]