

[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 job offer for the position of [Job Title] at [Company's Name], as discussed in our recent conversation on [Date of Offer]. I am excited about the opportunity and look forward to joining your team.

I confirm my acceptance of the starting salary of [Salary Amount], with a start date of [Start Date].

Thank you for this opportunity. I am eager to contribute to [Company's Name] and collaborate with the team.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]