

[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 [Job Title] position at [Company's Name] as discussed in our recent conversations. I am excited to join your team and contribute to the company's goals.

I appreciate the terms of the offer, including the starting salary of [Salary Amount], benefits, and the proposed starting date of [Start Date]. I am confident that this role will be a great opportunity for my professional growth and development.

Thank you once again for this wonderful opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,
[Your Name]