

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of Ultrasound Technician at [Company Name]. I am excited about the opportunity to join your team and contribute to the high-quality patient care that your facility is known for.

As discussed, I understand that my starting salary will be [Salary Amount] and that I am to begin work on [Start Date]. I appreciate the benefits package outlined in our conversation and look forward to discussing any further details on my first day.

Please let me know if you need any additional information or documentation from my side. Thank you once again for this opportunity. I am looking forward to becoming a part of [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]