

[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. I am excited to join the team and contribute to the company's success.

I confirm my acceptance of the starting salary of [Salary Amount] and the start date of [Start Date]. I appreciate the opportunity and support offered as I transition into this role.

Thank you once again for this opportunity. I look forward to working together.

Sincerely,
[Your Name]