

[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]. I am thrilled about the opportunity to join your team and contribute to [specific aspect of the company or role you are excited about].

I appreciate the details outlined in the offer, including the starting salary of [Salary Amount] and the benefits discussed. I confirm my start date of [Start Date] and am looking forward to beginning my journey with [Company's Name].

Thank you once again for this opportunity. I am excited to work with the talented team at [Company's Name] and contribute to [specific project or goal].

Sincerely,
[Your Name]