

[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 confirm my acceptance of the employment offer for the [Job Title] position at [Company's Name], as discussed during our recent conversations. I am excited to join the team and contribute to the success of the company.

Details of my employment are as follows:

****Position:**** [Job Title]
****Start Date:**** [Start Date]
****Salary:**** [Salary]
****Work Hours:**** [Work Hours]
****Reports To:**** [Supervisor's Name/Position]

I understand that my employment is subject to the company's policies and procedures, as well as any applicable laws and regulations. I look forward to starting on [Start Date] and am eager to begin working with the team.

Thank you for this opportunity. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Attachment: Any required documents, if applicable]