

[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 excited to formally accept the job offer for the [Job Title] position at [Company's Name], as discussed in the offer letter dated [Date of Offer Letter]. I am grateful for this opportunity and I am looking forward to contributing to your team.

I confirm my start date will be [Start Date] and I appreciate the terms outlined in the offer, including [mention any specifics like salary, benefits, etc.]. Please let me know if there are any forms or additional information needed prior to my start date.

Thank you once again for this opportunity. I am eager to start my journey with [Company's Name].

Sincerely,  
[Your Name]