

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[XJS Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept your offer for the [Position Title] at XJS. I am excited to join the team and contribute to the innovative work being done at the company.

As discussed, my starting salary will be [Salary Amount], with a start date of [Start Date]. I appreciate your confidence in my abilities and am eager to get started.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at XJS.

Sincerely,  
[Your Name]