

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

[Recipient's Name]
[Recipient's Title]
[XJL Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [specific position name] position at XJL. I appreciate the opportunity and am excited to join your esteemed team.

As discussed, my start date will be [start date], and I understand that my starting salary will be [amount].

Thank you once again for this opportunity. I look forward to contributing to the success of XJL.

Sincerely,
[Your Name]