

[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 position of [Job Title] at [Company's Name] as discussed. I am excited about the opportunity to join your team and contribute to [specific goals or projects related to the job or company].

As per our agreement, I understand that my starting salary will be [Salary Amount] with benefits including [mention any benefits discussed]. My start date will be [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,  
[Your Name]