

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name (LG)]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to accept the offer for the position of [Job Title] at LG. I am excited about the opportunity to contribute to such an innovative company and to work alongside such talented individuals.

As discussed, I understand my starting salary will be [Salary Amount] with benefits beginning on [Start Date]. I confirm my availability to start on that date.

Thank you for this opportunity, and I look forward to joining the LG team.

Sincerely,  
[Your Name]