

[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 job offer for the [Job Title] position at [Company's Name], which was extended to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and support [specific goals or projects related to the position].

As discussed, I understand that my starting salary will be [Salary Amount], with [benefits/vacation time/other terms] as outlined in the offer letter. I confirm my start date will be [Start Date].

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

Best regards,

[Your Name]