

[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 hope this message finds you well. I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name], which I received on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [Company's Name]'s success.

As discussed, I understand that my start date will be [Start Date] and my salary will be [Salary/Compensation Details]. I appreciate the confidence you have shown in me, and I am looking forward to becoming a part of [Company's Name].

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from me before my start date.

Warm regards,

[Your Name]