

[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 confirm my acceptance of the job offer for the position of [Job Title] at [Company's Name], as discussed in our recent correspondence. I am excited about the opportunity to join your team and contribute to [specific company goal or project].

As per the offer, I understand that my start date will be [Start Date], and my salary will be [Salary Amount] with the following benefits: [List any specific benefits discussed].

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

Sincerely,
[Your Name]