

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the position of [Job Title] with [Company Name] as offered in your letter dated [Date of Offer Letter]. I appreciate the opportunity and am excited to join your team.

As discussed, my starting salary will be [Salary Amount] with [Benefits, if applicable], and my start date will be [Start Date]. I am looking forward to contributing to [Company Name] and am eager to get started. Thank you once again for this opportunity. Please let me know if there are any further steps or paperwork I need to complete before my start date.

Sincerely,  
[Your Name]