

[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 offer for the [Job Title] position at [Company's Name]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the job].

As discussed, my starting salary will be [salary amount] with a start date of [start date].

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

Sincerely,  
[Your Name]