

[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] as discussed on [date of offer]. I am grateful for the opportunity and excited to join your team.

As per our conversation, I understand that my starting salary will be [salary amount] and my start date will be [start date]. I am looking forward to contributing to the organization and working with the team.

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

Sincerely,
[Your Name]