

[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 hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as [Job Title]. After careful consideration, I am excited to formally accept the job offer.

I appreciate the terms outlined in the offer letter dated [Offer Date], including the salary of [Salary], benefits, and start date of [Start Date]. I am eager to contribute to the team and help achieve the company's goals.

Thank you once again for this opportunity. I look forward to starting my journey with [Company Name].

Best regards,

[Your Name]

[Optional: LinkedIn Profile or Other Contact Information]