

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name] that we discussed on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the job].

I appreciate the trust you have placed in me and I am eager to start on [Start Date]. Please let me know if there are any documents or further information you require from me prior to my start.

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

Warm regards,
[Your Name]