

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

Dear [Recipient Name],

I am writing to formally accept the position of [Job Title] at [Company Name] as offered in your letter dated [Offer Date]. I am excited about the opportunity to contribute to your team and am looking forward to starting on [Start Date].

As discussed, my salary will be [Salary Amount] and I will be eligible for [mention any benefits or terms discussed]. I appreciate the chance to be part of [specific projects, teams, or values of the company that resonate with you].

Thank you once again for this opportunity. Please let me know if you require any further information from my side before my start date.

Sincerely,
[Your Name]