

[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 in our recent conversation. I am excited about the opportunity to join your team and contribute to [specific goals or projects related to the position].

As per our agreement, I understand that my starting salary will be [Salary Amount] with [details about benefits, start date, or any other relevant information].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company's Name].

Sincerely,
[Your Name]