

[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 job offer for the position of [Job Title] at [Company's Name] as discussed in our recent conversation. I would like to express my gratitude for this opportunity and am excited to join your team.

As per our conversation, I understand that my starting salary will be [Salary Amount], with benefits that include [briefly mention benefits, e.g., health insurance, retirement plan, etc.]. I also confirm that my start date will be [Start Date].

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

Sincerely,
[Your Name]