

[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 acknowledge receipt of the job offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to [specific goals or values of the company].

I appreciate the details provided in the offer letter dated [Offer Letter Date] regarding the responsibilities, salary, benefits, and start date of [Start Date]. I am pleased to accept the offer and look forward to making a positive impact at [Company's Name].

Please let me know if there are any documents or further information needed from my side prior to my start date.

Thank you once again for this opportunity. I am looking forward to joining the team!

Sincerely,  
[Your Name]