

[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 thrilled to formally accept the offer for the [Job Title] position at [Company's Name] as discussed in your offer letter dated [Offer Date]. I want to express my sincere gratitude for this opportunity and for your confidence in my abilities.

I am excited to join [Company's Name] and contribute to [specific project, team, or company values]. I accept the offered salary of [Salary Amount] and the benefits package as outlined. My start date will be [Start Date], which I look forward to.

Thank you once again for this incredible opportunity. Please let me know if there are any forms or additional information you need from me before my start date.

Sincerely,  
[Your Name]