

[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 hope this message finds you well.

I am writing to formally accept the offer for the [Job Title] position at [Company's Name]. I am grateful for the opportunity and excited to contribute to such an outstanding team.

As discussed, I understand that my starting salary will be [Salary Amount], and I will be starting on [Start Date]. Please let me know if there are any documents or further information you need from my side before my first day.

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

Warm regards,

[Your Name]