

[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. I am grateful for the opportunity and am excited to contribute to your team.

As per our discussion, I understand my starting salary will be [Salary Amount] with benefits effective from [Start Date]. I look forward to beginning my employment on this date.

Thank you once again for this opportunity. I am eager to join the team and contribute to the continued success of [Company's Name].

Sincerely,  
[Your Name]