

[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 offer for the [Job Title] position at [Company's Name] as discussed. I am thrilled to join your team and contribute to [specific project or goal].

As agreed, I will begin on [Start Date] with a salary of [Salary Amount]. Please let me know if there are any documents you need me to complete prior to my start date.

Thank you once again for this opportunity. I look forward to being a part of [Company's Name].

Sincerely,
[Your Name]