

[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 in our previous correspondence. I am thrilled to join your team and contribute to the exciting projects at [Company's Name].

I confirm my acceptance of the terms of employment as outlined in the offer letter, including [mention any specific terms like salary, start date, etc.]. My start date will be [Start Date].

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]