

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of Sales Consultant at [Company Name], as communicated to me on [date of the offer]. I am excited to join your team and contribute to the successful growth of the company.

I appreciate the details provided regarding my compensation package and benefits, as discussed. I confirm my start date will be [start date] and I look forward to fulfilling my responsibilities with great enthusiasm.

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

Sincerely,

[Your Name]