

[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]. I appreciate the opportunity and am excited to join your team.

As discussed, my starting salary will be [Salary Amount], with the start date of [Start Date]. I am looking forward to contributing to the success of the company and working with the team.

Thank you once again for this opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,
[Your Name]