

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name] as discussed in your offer letter dated [Offer Date]. I am excited about the opportunity to join your team and contribute to the success of the company.

As stated in the offer, my starting salary will be [Salary Amount] with the starting date set for [Start Date]. I confirm my acceptance of the terms and conditions outlined in the offer letter.

Thank you once again for this incredible opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]