

[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 conversations. I am excited about the opportunity to join your team and contribute to the company's success.

I appreciate the details shared regarding my starting salary of [Salary], the benefits package, and my start date on [Start Date].

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

Sincerely,

[Your Name]