

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

Subject: Acceptance of Job Offer

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name]. I am grateful for the opportunity and excited to join your team.

I confirm my acceptance of the terms outlined in the offer letter, including the starting salary of [Salary Amount], benefits, and my start date of [Start Date].

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

Sincerely,

[Your Name]