

[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 offer for the position of [Job Title] at [Company Name]. I am grateful for the opportunity and excited to contribute to the team.

As discussed, my starting salary will be [Salary Amount], and I understand my start date will be [Start Date]. I appreciate the benefits you've outlined and look forward to beginning this new chapter of my career.

Thank you once again for this incredible opportunity. Please let me know if you need any further information from my side to finalize the hiring process.

Sincerely,

[Your Name]