

[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 acknowledge the receipt of the employment offer for the position of [Job Title] at [Company's Name]. I sincerely appreciate the opportunity and am excited about the prospect of joining your esteemed team.

Thank you once again for this opportunity. I look forward to discussing the next steps.

Sincerely,

[Your Name]