

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the [Job Title] position at [Company's Name] as discussed on [Date of Offer]. I am excited to join your team and contribute to the company's success.

As per our discussion, my starting salary will be [Salary Amount] and my start date is set for [Start Date]. Please let me know if there are any documents or further information you need from my side before then.

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

Sincerely,

[Your Name]