

[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 your offer for the position of [Job Title] at [Company's Name], as detailed in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to [mention any specific goals or projects].

I acknowledge the terms of employment as follows:

- Start Date: [Start Date]
- Salary: [Salary]
- Benefits: [Briefly mention benefits]
- Work Schedule: [Work Schedule]

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

Sincerely,

[Your Name]