

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the [Job Title] position at [Company's Name] as discussed. I am truly grateful for this opportunity and appreciate the trust you have placed in me.

I am excited to join your team and contribute to the great work being done at [Company's Name]. I am looking forward to starting on [Start Date] and will do my best to exceed your expectations.

Thank you once again for this incredible opportunity. Please let me know if there are any further steps I should take prior to my start date.

Sincerely,

[Your Name]