

[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],

Thank you for your offer to work as [Job Title] with [Company Name] in [Location]. I am excited about the opportunity and appreciate the details you have provided regarding the role.

After careful consideration, I am pleased to accept your offer. I am looking forward to contributing to your team and am eager to begin this new chapter of my career.

Please let me know if there are any documents or further information you need from my side prior to my start date, which we agreed upon as [Start Date].

Thank you once again for this opportunity. I look forward to working together.

Sincerely,

[Your Name]