

Formal Acceptance of Employment Offer

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] with [Company Name] as discussed in your letter dated [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific company goals or projects].

I confirm my start date as [Start Date] and agree to the terms outlined in the offer, including the salary of [Salary] and any other benefits discussed.

Thank you again for this fantastic opportunity. I am looking forward to working together.

Sincerely,

[Your Name]