

[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 discussed on [Date of Offer]. I am truly grateful for this opportunity and excited to contribute to your team.

I appreciate the confidence you have placed in me and look forward to working in an environment that values [specific company values or goals]. I am enthusiastic about [mention any specific project or responsibility], and I am eager to bring my skills to the company.

As per the terms discussed, I confirm my start date will be [Start Date], and I accept the offered salary of [Salary Amount]. Please let me know if there are any additional documents or information needed prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to joining [Company's Name] and becoming a part of your esteemed team.

Sincerely,

[Your Name]