

[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],

I am writing to formally accept the offer for the [Job Title] position at [Company Name] as per your letter dated [Date of Offer Letter]. I appreciate the opportunity and am excited to contribute to the team.

I look forward to starting on [Start Date] and am eager to bring my skills and experience to [Company Name]. Thank you once again for this opportunity.

Best regards,

[Your Name]