

[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 the offer for the position of [Job Title] at [Company's Name] as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to join the team and contribute to [mention any relevant projects or goals].

Additionally, I would like to inquire about the start date for my position. Could you please confirm when you would like me to begin my employment?

Thank you once again for this opportunity. I look forward to your response.

Sincerely,

[Your Name]