

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

[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the entry-level [Job Title] position at [Company Name]. I appreciate the opportunity to join your team and contribute to [Company Name]'s success.

As discussed, I understand that my starting salary will be [Salary Offer] and my anticipated start date is [Start Date]. Please let me know if there are any forms or further information required prior to my start.

Thank you once again for this opportunity. I look forward to working with you and the rest of the [Company Name] team.

Sincerely,

[Your Name]