

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and look forward to joining your team.

As discussed, I confirm my start date as [Start Date], and I look forward to contributing to [Company Name]. Please let me know if there is any paperwork or further information needed prior to my start date.

Thank you again for this opportunity.

Sincerely,

[Your Name]