

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State ZIP Code]
[Email Address]

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity, and I look forward to joining your team and contributing to the organization's success.

As discussed, I understand my starting date will be [Start Date], with a salary of [Offered Salary] and other agreed benefits.

Please let me know if there are any documents or further information you require prior to my joining.

Thank you again for this opportunity. I look forward to being part of [Company Name].

Sincerely,

[Your Name]