

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

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name], as communicated in your letter dated [Offer Date]. I would like to express my sincere gratitude for this opportunity and for the trust you have placed in me.

I am pleased to confirm my acceptance of the terms of employment, including the starting salary and expected start date of [Start Date]. I am eager to join the team and contribute to the continued success of [Company Name].

Before my official start date, I would appreciate it if you could provide me with further details regarding the company's benefits package. Specifically, I am interested in learning more about:

- Health, dental, and vision insurance coverage
- Retirement and pension plans
- Paid time off and leave policies
- Bonuses, stock options, or profit-sharing opportunities
- Other wellness programs or employee perks

Clarification on these benefits will be extremely helpful as I prepare for my transition into the role. Thank you again for this opportunity. I look forward to contributing to the team and embarking on a successful journey with [Company Name].

Please let me know if you require any further documentation or information from my side prior to my start date.

Sincerely,  
[Your Name]