

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

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I would like to express my sincere gratitude for this opportunity and for your confidence in my abilities.

I am excited to join your team and contribute to [Company Name]'s continued success. As discussed, I confirm my joining date as [Joining Date]. Please let me know if there are any documents or further steps required prior to my start date.

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

Yours sincerely,  
[Your Name]