

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I sincerely appreciate this opportunity and am grateful for your confidence in my abilities.

I am pleased to confirm my acceptance of the offer with the mutually agreed-upon annual salary of [Negotiated Salary Amount], as discussed. Additionally, I understand and accept the other terms detailed in the offer letter.

Thank you for your willingness to accommodate my request regarding compensation. I am enthusiastic about joining [Company Name] and am committed to contributing positively to the team and the organization's success.

Please let me know if there are any documents or formalities I should complete prior to my start date of [Start Date]. I look forward to beginning my role and working with you and the rest of the team.

Thank you once again for this opportunity.

Sincerely,
[Your Name]