

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

[Recipient's Name]
[Recipient's 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 **[New Job Title]** at **[Company Name]**, as outlined in your letter dated **[Offer Letter Date]**. I am grateful for the trust and confidence placed in me and am excited to embrace the new responsibilities associated with this role.

I acknowledge and accept the revised terms of compensation, with my new salary being **[Revised Annual/Monthly Salary]** effective **[Effective Date]**.

I understand that the key responsibilities of my new role will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

(add or adjust as appropriate)

I look forward to contributing further to the company's success in this capacity and am committed to upholding the standards and expectations of my new position. Please let me know if there are any additional forms or processes I need to complete prior to the transition.

Thank you once again for this opportunity. I am eager to begin this next chapter in my career with **[Company Name]**.

Sincerely,

[Your Name]