

[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 offer of employment for the position of **[Position Title]** at [Company Name], as outlined in your offer letter dated [Offer Letter Date].

I am grateful for this opportunity and truly appreciate your confidence in my abilities. I am enthusiastic about joining your team and contributing to the success of [Company Name].

As agreed, my anticipated start date will be [Start Date]. Please let me know if there are any documents or further information required prior to my joining.

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

Sincerely,  
[Your Name]