

[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],

Thank you very much for extending the offer for the position of [Job Title] at [Company Name]. I am honored to accept this opportunity and am grateful for the confidence you have shown in me.

I am pleased to confirm my acceptance of the offer and our mutually agreed joining date of [**Agreed Start Date**]. I look forward to starting my employment and contributing to the team at [Company Name].

Please let me know if there are any forms, documents, or additional information needed from me prior to my start date. I am eager to begin and look forward to a successful career with [Company Name].

Thank you once again for this opportunity.

Sincerely,  
[Your Name]