

Date: [Insert Date]

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

Dear [Recipient Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Company Name]. I would like to express my sincere gratitude for this opportunity and for the confidence you have placed in me.

I appreciate the time and consideration given during the interview process, as well as the thorough explanation of the role and expectations. I am eager to join your esteemed organization and am enthusiastic about contributing to the [Department/Team Name] team.

As discussed, I confirm my understanding of the terms of employment, including the compensation package, benefits, and starting date of [Start Date]. Please let me know if there are any additional documents or information you require prior to my first day.

Thank you once again for this wonderful opportunity. I am committed to making a positive impact and look forward to working with you and the rest of the team.

Yours sincerely,  
[Your Name]