[Your Name] [Your Address] [City, State, Zip Code] [Your Email Address] [Your 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 for the [Job Title] position at [Company Name], as discussed during our recent interview. I am both honored and excited to join your team and contribute to the continued success of [Company Name].

I am impressed by the company's commitment to [mention any values, missions, or projects discussed during the interview], and I am eager to bring my skills and experience to support these objectives.

Per our discussion, I understand that my start date will be [Start Date], and I will report to [Supervisor's Name or Department]. Please let me know if there are any additional documents or information I need to provide before my start date.

Thank you once again for this opportunity. I look forward to contributing to the growth and success of [Company Name] and am excited about the journey ahead.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]