*date*

*specific name of recipient   
name of company or organization   
address   
address*

*Dear [specific named individual]:*

*It was certainly wonderful news when you called [day or time of call] to offer me the position as [name of position] for [name of company]. Please consider this letter my formal acceptance.*

*I am pleased to accept your offer at a salary of $[salary amount here] annually.*

*As we agreed, my starting date will be [insert starting date].*

*I also understand that my total compensation package includes [list benefits here].*

*Thank you again, [specific name of recipient], for offering me this wonderful opportunity, and do let me know if I can do anything in advance of my start date to facilitate the paperwork, or other ways you’d like me to prepare.*

*I am very much looking forward to being a part of the [name of company or organization] team!*

*Sincerely,*

*Job-Seeker*