[Date]  
  
[Mr. /Ms. Full name]  
[Title]  
[Employer name]  
[Employer street address]  
[City, state zip code]  
  
Dear [Mr. /Ms. Name]:   
  
It is with great pleasure that I accept your offer to join [employer name] as a [position title] under [supervisor name]. The goals you outlined for the position are well-matched to my abilities, and I consider it a privilege to join your team.  
  
As we discussed, my annual salary will be [salary], and medical benefits will commence after 30 days of employment.  
  
[Mr. /Ms. last name], thank you for making the interview process enjoyable. I look forward to working with you and the [employer name] team. I will report to work on [date]. In the meantime, feel free to call me at (555) 555-5555.  
  
Sincerely,   
  
[Your name]