(Date)

(Mr./Ms. Name)
(Title)
(Employer Name)
(Address)
(City, Province, Postal 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. 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 555-123-4567.

Sincerely,

(Name)