(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)