

[Your Name]
[Street Address]
[City, State Zip Code]
[Phone Number]
[Email Address]

[Today's Date]

[Hirer's Name]
[Hirer's Title and Department]
[Street Address]
[City, State Zip Code]
[Phone Number]

Dear [Name of Recipient],

[State that you accept the offer and include the name of the position.]

[Restate some of the critical details of the offer to demonstrate that you understood the offer.]

[Thank them for offering you the job.]

Sincerely,

(Sign here for letters sent by mail or fax)

[Your Name]