

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [Position Title] at [Company/Organization Name]. I am excited to join the team and contribute to the success of [Company/Organization].

As discussed, my start date will be [Start Date] and I understand my salary will be [Salary] with [mention any benefits or conditions if applicable].

Thank you for this opportunity. I look forward to working with you and the team.

Sincerely,
[Your Name]