

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position/opportunity/program] offered to me at [Organization/Company Name]. I am grateful for the opportunity and excited to contribute to your team.

As discussed, I will start on [start date] and will be compensated at [salary/compensation details].

Thank you once again for this opportunity. I look forward to working with you and the team and contributing to the success of [Organization/Company Name].

Sincerely,
[Your Name]