

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position title] at [Company/Organization Name] as discussed. I am excited about the opportunity to contribute to your team and [mention any specifics about the job or company that excites you].

As we discussed, I understand that my start date will be [Start Date] and my salary will be [Salary/Compensation Details]. Please let me know if you need any further information or documentation from my side.

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]