

[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/position/opportunity] of [specific details about the offer] at [Company/Organization Name]. I am grateful for the opportunity and excited to contribute to [specific goals or projects related to the position or organization].

As discussed, I confirm my start date will be [start date], and I have reviewed and agree to the terms and conditions outlined in the [offer letter/contract].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]