

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

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

Dear [Recipient's Name],

I am pleased to formally accept the offer to join [Company/Organization Name] as a [Job Title]. I appreciate the opportunity and am enthusiastic about contributing to the team beginning on [Start Date].

I look forward to working with everyone at [Company/Organization Name] and contributing to [specific project or goal].

Thank you once again for this opportunity. Please let me know if there are any documents I need to complete before my start date.

Sincerely,

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