

[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 accept the [position, offer, invitation, etc.] at [Company/Organization Name]. After careful consideration, I believe this opportunity aligns perfectly with my career goals and aspirations.

I am excited to join your team and contribute to [specific projects or goals related to the position or organization]. I appreciate the trust you have placed in me and look forward to working together.

Please let me know if there are any further steps I need to complete as I prepare to start on [start date].

Thank you once again for this opportunity.

Sincerely,
[Your Name]