

[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] offered to me at [Company/Organization Name]. I am excited about this opportunity and look forward to contributing to the team.

I appreciate the confidence you have shown in me and am eager to bring my skills to [Company/Organization Name]. As discussed, I confirm my start date will be on [start date] and my salary as [salary or compensation details].

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]