

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position/program/offer] of [specific title or program name] at [Company/Organization/University Name] that was offered to me on [offer date]. I am thrilled about this opportunity and look forward to contributing to the team.

As discussed, I understand my start date will be [start date], and my salary/tuition/benefits will be [details]. Please let me know if there are any further steps I need to take prior to my start date.

Thank you once again for this incredible opportunity. I am eager to join [Company/Organization/University Name] and be a part of such a remarkable team.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]