

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept the offer for the [position/title] with [Organization/Company Name], which was extended to me on [date of offer].

I am excited about the opportunity to contribute to [specific team, project, or goal related to the position], and I look forward to bringing my skills in [relevant skills] to your esteemed organization.

Please consider this letter as my official acceptance of the offer, and I confirm my start date as [start date].

Thank you once again for this opportunity. I am looking forward to working together.

Sincerely,  
[Your Name]