

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the [position name] at [Company/Organization Name] as discussed. I am excited about the opportunity to join your team and contribute to [mention any specific aspect of the company or role that excites you].

As per our discussion, I understand that my start date will be [start date] and my salary will be [salary details]. I appreciate the offer and am looking forward to beginning my journey with [Company/Organization Name].

Thank you once again for this opportunity. Please let me know if you need any further information from my side prior to my joining.

Sincerely,

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