

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[GVSW Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am thrilled to accept the offer to join [GVSW Program/Position Name] at [GVSW Organization] starting on [Start Date]. I appreciate the opportunity and am eager to contribute to the team while furthering my skills and knowledge in this field.

I understand my responsibilities and the expectations that come with this role, and I am fully committed to meeting them. Please let me know if there are any documents or further information needed prior to my start. Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team at [GVSW Organization].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]