

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

[Recipient's Name]
[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 name], as discussed in our previous correspondence. I am excited to join your team and contribute to the ongoing success of the organization.

I appreciate the opportunity and the trust you have placed in me. As discussed, I understand that my starting salary will be [salary amount], and my start date will be [start date].

Please let me know if there are any further steps or paperwork needed from my end before my start date.

Thank you once again for this amazing opportunity. I am looking forward to becoming a part of [company name].

Sincerely,
[Your Name]