

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

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of hyphenation for the position of [Position Title] at [Organization Name]. After careful consideration, I am excited to join your team and contribute to [specific goals or projects related to the position].

I appreciate the opportunity and the trust placed in me. I will ensure that my work aligns with the values and objectives of [Organization Name].

Please let me know of any further steps I need to take or documents I need to prepare prior to my start date on [Start Date].

Thank you once again for this wonderful opportunity. I look forward to working with everyone at [Organization Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]