

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the [specific position or offer name] with [Company/Organization Name], as discussed in our previous communications.

I am honored to join your esteemed team and am looking forward to contributing to [specific projects or company goals] while growing professionally within your organization.

As agreed, I will start my role on [start date] and will be earning [salary/compensation details]. Please let me know if there are any forms or documentation you need me to complete prior to my start date.

Thank you once again for this incredible opportunity. I am excited to become a part of [Company/Organization Name] and to work alongside such talented individuals.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]