

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

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the [Position/Program] offered to me at [Organization/Institution Name]. I am excited about the opportunity to [briefly state your enthusiasm for the role or program and what you look forward to].

As discussed, I confirm my acceptance of the offer with the following details:

- Position/Program: [Position/Program Title]
- Start Date: [Start Date]
- Salary/Compensation (if applicable): [Amount/Details]

Please let me know if there are any forms or documents I need to complete prior to my start date. Thank you once again for this wonderful opportunity. I look forward to contributing to the team and embarking on this new journey.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]