

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

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

Dear [Recipient's Name],

I am writing to formally accept your offer for the position of [Job Title] at [Company/Organization Name], as discussed in our previous communications. I am both honored and excited to join your team.

As per the discussed terms, I understand that my start date will be [Start Date], and I will be compensated at the rate of [Salary/Hourly Wage]. I appreciate the opportunity and am eager to contribute to the success of [Company/Organization Name].

Thank you once again for this incredible opportunity. I look forward to collaborating with my new colleagues and contributing to the team's goals.

Sincerely,
[Your Name]