

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer to join the [specific program or position, e.g., JGB program] at [Company/Organization Name]. I am excited about the opportunity and look forward to contributing to the team.

Thank you for considering my application, and I appreciate your guidance throughout the selection process. I confirm my start date as [insert start date] as discussed. Please let me know if there are any additional steps or paperwork required prior to my commencement.

Once again, thank you for this opportunity. I look forward to working with you and the team.

Sincerely,  
[Your Name]