

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am excited to formally accept the offer to join [Company Name] as [Job Title] effective [Start Date]. I am grateful for the opportunity and look forward to contributing to the team's success.

Please let me know if there are any documents or information needed prior to my start date.

Thank you once again for this opportunity.

Sincerely,
[Your Name]