

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

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

Dear [Recipient Name],

I am writing to formally accept the [offer/position/program] of [specific title or name] at [Company/Organization Name] as discussed during our conversation on [date].

I appreciate the opportunity and am excited to contribute to [specific project or team] while working alongside talented professionals. I confirm that my start date will be [Start Date] as agreed, and I look forward to discussing further details regarding onboarding and integration into the team.

Please let me know if you need any additional information or if there are any documents required before my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]