

[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 [position/program] with
[Company/Organization Name] that was offered to me on [date of offer]. I
am thrilled to join your team and contribute to [specific goals or values
of the company/organization].

As discussed, I understand that my start date will be [start date], and I
will be reporting to [supervisor/manager name]. I am looking forward to
collaborating with my new colleagues and contributing to the success of
the team.

Thank you once again for this incredible opportunity. Please let me know
if there are any documents or additional information you need from me
prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]