

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

Kaiser Permanente

[Department or Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of [position/program name] at Kaiser Permanente, which I received on [date of offer]. I am excited about the opportunity to join such a respected organization and contribute to its mission of providing high-quality health care.

I appreciate the trust you have placed in me, and I am looking forward to collaborating with the team and making a meaningful impact. As discussed, my start date will be [start date], and I am committed to viewing our start work together with enthusiasm and professionalism.

Thank you once again for this opportunity. If there are any further steps or documentation needed before my start date, please do not hesitate to let me know.

Sincerely,

[Your Name]

[Your Job Title or Program Name, if applicable]