

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

[Date]
[Recipient's Name]
[Title]

[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer to join [Organization Name] as a Licensed Clinical Professional Counselor (LCPC). I am grateful for this opportunity and excited to contribute to the team and the community we serve.

As discussed, I understand my start date will be [Start Date], with the agreed upon salary and benefits as outlined in the offer letter. I am committed to ensuring a smooth transition and will complete any necessary paperwork prior to my start.

Thank you once again for this opportunity. I look forward to working together and contributing to the mission of [Organization Name].

Sincerely,
[Your Name]