

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company/Organization Name] as outlined in the offer letter dated [Offer Date].

I am excited about the opportunity to join your team and contribute to [specific goals or values of the company]. I confirm my start date as [Start Date] and agree to the terms and conditions mentioned in the offer.

Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,  
[Your Name]