

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

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

Dear [Recipient Name],

I am pleased to formally accept the offer to join [Company/Organization Name] as [Job Title] in the [Department/Team], effective [Start Date]. I am excited about the opportunity to contribute to [specific project or goal related to LNG] and to be part of such a talented team.

Thank you for this incredible opportunity. I look forward to working together and contributing to the success of [Company/Organization Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]