

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

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

Dear [Recipient's Name],

I am writing to formally accept the [specific position, opportunity, offer] at [Company/Organization Name] as discussed. I am excited about the opportunity to contribute to [mention specific goals, projects, or values of the organization].

I appreciate the confidence you have shown in me, and I look forward to starting on [start date]. Please let me know if there are any documents or further information you need from my end before my start date.

Thank you once again for this exciting opportunity.

Sincerely,
[Your Name]