

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position/program/opportunity] offered to me on [date of offer]. I am excited to join [Company/Organization Name] and am looking forward to contributing to your team.

I appreciate the confidence you have shown in me and am eager to get started. Please let me know if there are any documents or additional information you need from me prior to my start date of [start date]. Thank you once again for this incredible opportunity. I look forward to being a part of [Company/Organization Name].

Sincerely,
[Your Name]