

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

[Recipient Name]  
[Recipient Title]

Lyft, Inc.

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally accept the offer for the [specific position] at Lyft, as outlined in the offer letter dated [offer letter date]. I am excited about the opportunity to join such an innovative and dynamic team.

In preparation for my start date on [start date], I would appreciate any onboarding materials or information regarding the next steps in the onboarding process. Please let me know if there are any documents or additional requirements I need to complete prior to my start.

Thank you once again for this opportunity. I look forward to contributing to the Lyft team and helping to achieve our shared goals.

Best regards,

[Your Name]  
[Your Position (if applicable)]  
[LinkedIn Profile (optional)]  
[Signature (if sending a hard copy)]