

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

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

Dear [Recipient's Name],

Subject: Acceptance of Offer

I hope this message finds you well.

I am writing to formally accept the offer for the [Job Title] position at [Company's Name] as discussed. After reviewing the contract, I am pleased to confirm my acceptance of the terms outlined, including [mention any specific terms or conditions agreed upon, such as salary, start date, benefits, etc.].

I appreciate the opportunity and am enthusiastic about joining your team and contributing to [Company's Name]. Please let me know if there are any further steps needed from my side before my start date on [Start Date].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]