

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

[Recipient's Name]  
[Recipient's Title]

Oakland University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the employment offer for the position of [Job Title] at Oakland University, as discussed in our recent communications. I appreciate the opportunity and am excited to contribute to the university in this role.

As per the offer details, I understand my start date will be [Start Date], and my salary will be [Salary Amount]. I am ready to fulfill all necessary onboarding requirements prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to joining Oakland University and contributing to the team's success.

Sincerely,

[Your Name]  
[Your Job Title (if applicable)]  
[Your Department (if applicable)]