

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally accept the offer for the  
[Position/Program/Opportunity] at [Organization Name]. I am thrilled to  
be joining your team and am looking forward to contributing to [mention  
any specific projects, goals, or values of the organization].

As discussed, I confirm that I will start on [Start Date], and I agree to  
the terms and conditions outlined in the offer letter, including the  
salary of [Salary Amount] and benefits package.

Thank you once again for this incredible opportunity. Please let me know  
if there are any forms or documents you need me to complete prior to my  
start date.

Sincerely,  
[Your Name]