

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept your offer for the odd job position at [Company/Organization Name], which I received on [Date you received the offer]. I am excited about the opportunity to contribute and bring my skills to your team.

I am particularly looking forward to [mention any specific tasks or projects you are excited about]. I believe my [mention relevant skills or experiences] will be beneficial in successfully completing the tasks at hand.

Please let me know if there are any documents or additional information needed before I start on [start date]. I appreciate your confidence in me and look forward to working with you all.

Thank you once again for this opportunity.

Warm regards,

[Your Name]