

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the offer for the [Position Title] at [Company/Organization Name]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the position].

As discussed, I understand that my starting salary will be [Salary Amount] with benefits starting on [Start Date]. I appreciate the confidence you have shown in me, and I am eager to begin.

Thank you once again for this wonderful opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,
[Your Name]