

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally accept your offer for [position, opportunity, etc.], presented to me on [date of offer]. I appreciate the opportunity to join [Company/Organization Name] and contribute to [mention relevant goals or projects].

I am excited to bring my skills in [mention relevant skills/experience] to the team and am looking forward to starting on [start date]. Please let me know if you need any further information or documentation from my side before my start date.

Thank you once again for this opportunity. I am looking forward to working together.

Sincerely,

[Your Name]