

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincerest gratitude for the offer to join [Company's Name] as [Job Title]. I appreciate the time and effort that you and your team devoted to the interview process and the insights you shared about the company and its vision.

After careful consideration, I would like to formally accept the offer. I am excited about the opportunity to contribute to [Company's Name] and collaborate with such a talented team.

I look forward to discussing the next steps and any further details regarding my start date and onboarding process.

Thank you once again for this exciting opportunity.

Best regards,

[Your Name]