

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

Dear [Recipient's Name],

I am pleased to formally accept the offer to join QKSMS as [Your Position] starting on [Start Date]. I am excited about this opportunity and look forward to contributing to the team.

I appreciate the trust you have placed in me and am eager to collaborate with such a talented group. I will ensure that I demonstrate my skills and dedication from day one.

Thank you once again for this opportunity. Please let me know if there are any forms or information you need from me before my start date.

Sincerely,
[Your Name]