

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer to join [Program/Position Name] at [Organization/Institution Name]. I want to express my gratitude for this opportunity and I am excited to contribute to the team starting [Start Date].

I have reviewed the terms of my acceptance and confirm my agreement with the conditions outlined in the offer letter.

Thank you once again for this opportunity. I look forward to working with everyone at [Organization/Institution Name].

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]