

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I want to express my sincere gratitude for the offer to join [School's Name] as a [Position Title]. I am excited about the opportunity to contribute to your esteemed institution and collaborate with fellow educators to support our students' growth.

After careful consideration, I am pleased to formally accept the position. I am looking forward to bringing my skills and passion for teaching to [School's Name]. Please let me know the next steps in the onboarding process and any information you need from me at this stage.

Thank you once again for this wonderful opportunity. I look forward to working with you and the entire [School's Name] team.

Warm regards,

[Your Name]