

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company/Organization Name], as discussed in our recent correspondence. I am excited to join the team and contribute to the ongoing success of the organization.

As per our agreement, my starting salary will be [Salary Amount], and I will begin my employment on [Start Date]. I confirm my acceptance of the terms and conditions outlined in the offer letter.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company/Organization Name].

Sincerely,
[Your Name]