

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer of [specific position/program] at [Organization/Institution name]. I am thrilled about the opportunity and am eager to contribute to [specific details about the position/program].

Per the terms discussed, I confirm my start date will be [start date] and any other expected documentation or requirements will be completed by [date].

Thank you once again for this amazing opportunity. I look forward to being a part of [Organization/Institution name] and contributing to [specific goals or projects].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]