

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

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

Dear [Recipient Name],

I am writing to formally accept the [position/program] at Tzk. I am thrilled to join your team and contribute to the exciting work being done at your organization.

Thank you for this opportunity. I look forward to [briefly state your anticipation or any plans]. Please let me know if there are any documents or further information you need from me before my start date on [start date].

Sincerely,
[Your Name]