

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]

VJAX

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept the [specific position title] at VJAX, as discussed in our recent correspondence. I appreciate this opportunity and am excited to contribute to the team.

I confirm my start date will be [start date] and that I will comply with all onboarding procedures prior to that date. Please let me know if there are any documents or additional information you require from me.

Thank you once again for this incredible opportunity. I look forward to working with everyone at VJAX.

Sincerely,  
[Your Name]