

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position/opportunity] offered to me at [Company/Organization Name]. I am grateful for this opportunity and excited to contribute to the team.

As discussed, I accept the terms of employment, including [mention any specifics, like salary, start date, etc.].

Thank you once again for this opportunity. I look forward to starting on [start date].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]