

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Position/Program Name] at [Company/Organization Name]. I am grateful for the opportunity and excited to join your team.

As discussed, I understand that my start date will be [Start Date], and my salary will be [Salary/Compensation Details]. I am looking forward to contributing my skills and experience to [specific project or goal].

Thank you once again for this incredible opportunity. I am enthusiastic about starting this new journey with [Company/Organization Name].

Sincerely,
[Your Name]