

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

[Recipient Name]
[Recipient Title]
[VZN Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to accept the offer for the [Position Title] at VZN, as detailed in the offer letter dated [Offer Date]. I am excited to join the team and contribute to [mention any specific project, value, or goal related to the company].

I confirm my start date as [Start Date] and look forward to completing any necessary paperwork prior to that. Thank you for this opportunity.

Sincerely,

[Your Name]