

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to formally accept the offer for the [Position Title] position at [Company/Organization Name]. I am excited about the opportunity to contribute to your team and am looking forward to starting on [Start Date].

I appreciate the trust you have placed in me and am eager to bring my skills to [Company/Organization Name]. Please let me know if there are any documents or additional information you need from my side prior to my start date.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]