

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

WKRN

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

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at WKRN, as discussed in our recent communication. I am excited about the opportunity to join your team and contribute to [specific goals or projects related to the position].

I appreciate the details outlined in the offer letter, including my starting salary of [salary amount], benefits, and my start date of [start date]. I am looking forward to starting my journey with WKRN.

Thank you once again for this incredible opportunity. Please let me know if you need any further information from my side before my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your LinkedIn Profile or Professional Website (optional)]