

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

[Recipient Name]
[Recipient Position]

WKRC

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

Dear [Recipient Name],

I am writing to formally accept the offer for the [Position Title] at WKRC. I am very excited about the opportunity to join your team and contribute to [specific project or aspect of the company].

As discussed, I understand that my start date will be [Start Date], and my salary will be [Salary Amount]. I confirm that I am available for any necessary onboarding processes prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to working with you and the rest of the WKRC team.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your LinkedIn Profile (if applicable)]