

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the [specific position or program name] at [Organization's Name]. I am grateful for the opportunity and excited to contribute to the team.

As discussed, I understand that my start date will be [Start Date], and I will be receiving an onboarding package with further instructions. Please let me know if there are any forms or information you need from me prior to then.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Organization's Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]