

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for [Position Title] at [Organization Name]. I am excited about the opportunity to join your team and contribute to [mention specific goals or values of the organization]. As discussed, I confirm my start date will be [Start Date], and I understand the terms of employment including [mention any specifics such as salary, benefits, etc.].

Thank you for this opportunity. I look forward to starting my journey with [Organization Name] and being a part of such an impactful team.

Sincerely,  
[Your Name]