

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am thrilled to accept the offer for the [specific position/program] at [Company/Organization Name]. I appreciate the opportunity and am excited to contribute to the team.

As discussed, my start date will be [start date], and I confirm my acceptance of the offered salary and benefits.

Thank you once again for this incredible opportunity. I look forward to joining [Company/Organization Name] and contributing to our mutual success.

Sincerely,
[Your Name]