

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the work experience position as [Position Title] at [Company/Organization Name], which was extended to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and gain valuable experience in [relevant field or industry].

As discussed, my work experience will commence on [Start Date] and conclude on [End Date]. I am looking forward to working with the team and am eager to learn and apply my skills in a practical environment.

Thank you once again for this opportunity. Please let me know if there is any paperwork or further steps required before my start date.

Sincerely,
[Your Name]