

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the [position name] at [Company/Organization Name]. I am excited about the opportunity to join your team and contribute to [specific goals or values of the company]. As discussed, my start date will be [start date], and I am looking forward to [mention any specific responsibilities or projects]. I appreciate the confidence you have shown in me and am eager to begin my journey with [Company/Organization Name].

Please let me know if there are any further steps or documents required before my start date.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your LinkedIn Profile or other relevant link, if applicable]