

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer to join [Program/Position Name] at [Organization/Institution Name]. I am thrilled at the opportunity to contribute and learn within such a distinguished environment.

I confirm my acceptance of the position, starting on [start date], with the agreed-upon terms and conditions. Please let me know if there are any documents or further information required from my end.

Thank you for this incredible opportunity. I look forward to being a part of your team and contributing to [specific goal or initiative].

Sincerely,  
[Your Name]