

[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 writing to formally accept the offer for the [Position Title] at [Company/Organization Name], as discussed in our recent conversations. I am thrilled to join the team and contribute to the exciting projects at [Company/Organization Name].

I confirm my acceptance of the terms and conditions outlined in the offer letter, including the start date of [Start Date] and the agreed-upon salary of [Salary Amount].

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team.

Sincerely,
[Your Name]