

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

Dear [Recipient Name],

I am writing to formally accept the [position/program offer] that was extended to me on [date of offer]. I appreciate the confidence you have shown in me, and I am excited to join [Company/Organization Name] as [Job Title/Position] starting on [start date].

Please let me know if there are any documents or information you need from me prior to my start date. I look forward to contributing to the team and am eager to get started.

Thank you once again for this opportunity.

Sincerely,
[Your Name]