

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

WXYZ Detroit

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to formally accept the [position title] at WXYZ Detroit, as offered in the [date of offer letter] correspondence. I am excited to become a part of such a dynamic team and contribute to the station's success.

As discussed, I confirm that I will begin my employment on [start date] with a salary of [salary amount] and [any other agreed-upon terms].

Thank you for this opportunity. I look forward to working with you and the rest of the WXYZ Detroit team.

Sincerely,
[Your Name]