

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

[Recipient's Name]
[Recipient's Position]

WXYZ Detroit

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

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the [position/offer] with WXYZ Detroit, as discussed on [date of conversation]. I am excited about the opportunity to contribute to your team and bring my skills to [specific project/role].

As agreed, my start date will be [start date], and my initial salary will be [salary], with [any additional terms discussed, e.g., benefits, hours, etc.].

Thank you for this amazing opportunity. I look forward to joining WXYZ Detroit and am eager to collaborate with such a talented team.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]