

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the [position name] offered to me at [Company/Organization Name]. I am grateful for the opportunity and excited to join your team.

As discussed, I understand the start date will be [start date], and my salary will be [salary/compensation details]. I look forward to contributing to the success of the company and working alongside such a talented group of people.

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further information you need from me prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]