

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

Dear [Recipient Name],

I am writing to formally accept the offer for the [Position Name] at [Company/Organization Name] as discussed in our recent correspondence. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the position].

I appreciate the trust you have placed in me, and I am eager to bring my skills in [relevant skills/experience] to [Company/Organization Name].

As we discussed, my start date will be [Start Date], and I will be happy to complete any required paperwork or procedures prior to then.

Thank you once again for this incredible opportunity. I look forward to working together and contributing to the success of [Company/Organization Name].

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]