

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

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

Dear [Recipient Name],

I am writing to formally accept the offer for [specific position or opportunity] at [Organization/Company Name] as discussed on [date of offer]. I am excited about the opportunity to join your team and contribute to [specific goals or projects].

I appreciate the confidence you have placed in me and look forward to working closely with you and the rest of the team. Please let me know if there are any documents or information you need from me before my start date on [start date].

Thank you once again for this incredible opportunity. I look forward to being a part of [Organization/Company Name].

Sincerely,
[Your Name]