

\*\*[Your Company/Organization Logo]\*\*  
\*\*[Company/Organization Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*

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\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Recipient's Address]\*\*  
\*\*[City, State, Zip Code]\*\*

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Dear [Recipient's Name],

We are pleased to inform you that your application for the position of [Position Title] at [Company/Organization Name] has been accepted. We are excited to welcome you to our team.

\*\*Details of the Offer:\*\*

- \*\*Position Title:\*\* [Position Title]
- \*\*Department:\*\* [Department Name]
- \*\*Start Date:\*\* [Start Date]
- \*\*Salary:\*\* [Salary/Compensation]
- \*\*Benefits:\*\* [Brief Summary of Benefits]

Please confirm your acceptance of this offer by signing and returning this letter by [Date].

We look forward to your contributions at [Company/Organization Name].  
Congratulations and welcome aboard!

Sincerely,

\*\*[Your Name]\*\*  
\*\*[Your Title]\*\*  
\*\*[Company/Organization Name]\*\*

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\*\*Acceptance Signature:\*\*

I, [Recipient's Name], accept the offer as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_