

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

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

Dear [Recipient Name],

I am writing to formally accept the XNR position offered to me as [Job Title] at [Company/Organization Name] based on your offer dated [Offer Date]. I am thrilled to join your team and contribute to [specific project or goal related to the position].

I am looking forward to starting on [Start Date] and am committed to making a positive impact at [Company/Organization Name].

Thank you once again for this opportunity.

Sincerely,  
[Your Name]