

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

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

Dear [Recipient Name],

I am writing to formally accept the [position name or opportunity] at [Company/Organization Name] as discussed. I am thrilled about the opportunity to contribute to your team and am excited to start on [start date].

Thank you for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]