

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title/Program] at [Organization's Name]. I am grateful for the opportunity to join such a prestigious team and contribute to [specific goals or projects of the organization].

As discussed, I am excited to start on [Start Date] with a salary of [Salary Information] and the benefits outlined in the offer letter.

Please let me know if there are any further steps needed on my part prior to my start date.

Thank you once again for this opportunity. I look forward to working with you and the team at [Organization's Name].

Sincerely,
[Your Name]