

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the [specific position/program] at [Organization/Institution Name], as offered in your letter dated [date of offer letter].

I am thrilled to join [Organization/Institution Name] and am grateful for the opportunity to contribute to [specific details about the position or program].

Please let me know if there are any further documents or information needed prior to my start date on [start date].

Thank you once again for this wonderful opportunity. I look forward to working with you and the team.

Sincerely,  
[Your Name]