

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position name] at [Company/Organization Name], as offered in your letter dated [date of offer letter]. I am excited about the opportunity to join your team and contribute to [specific goals or projects].

I am pleased to confirm my start date as [start date] and agree to the terms outlined in the offer, including [salary, benefits, or any other pertinent details].

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

Sincerely,  
[Your Name]