

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

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

Dear [Recipient Name],

I am writing to formally accept the offer to join [Program/Position Name] at [Organization Name]. I am thrilled to have the opportunity to contribute to [specific goal or project related to the program/position] and am eager to begin.

As per our discussion, I confirm my start date as [Start Date] and understand that my initial responsibilities will include [briefly outline key responsibilities]. I am looking forward to collaborating with the team and [mention any specific goals or projects you are excited about]. Thank you once again for this opportunity. Please let me know if there are any documents or further information needed prior to my start date.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]