

[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 [Organization Name] as a [Position/Program Name] under the ZGP (Z-Global Program). I am excited about the opportunity to contribute to the team and engage in [specific details about the program or position].

I confirm my acceptance of the offer and agree to the terms outlined in the offer letter dated [Offer Date]. I am looking forward to starting on [Start Date] and contributing to the success of [Organization Name].

Thank you for this opportunity. Please let me know if you need any further information from my side.

Sincerely,
[Your Name]