

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

[Recipient Name]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [specific position] at [Company/Institution Name] with great enthusiasm. I am excited about the opportunity to contribute to your team and participate in the important work that [Company/Institution Name] does.

As per our discussions, I confirm that I will be starting on [start date] with the agreed-upon salary of [salary amount] and benefits as outlined in the offer letter. I appreciate the trust you have placed in me and am eager to bring my skills and experience to [Company/Institution Name]. Please let me know if there are any documents or further information you need from me before my start date.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]