

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

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

Dear [Recipient's Name],

I am writing to formally accept your offer for the position of [Job Title/Position] with [Company/Organization Name]. I appreciate the opportunity to join your team and contribute to [specific project or goal].

As per our discussion, I confirm my start date as [Start Date] and acknowledge the terms outlined in the offer letter, including [salary, benefits, work hours, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]