

[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 your offer for the [position name, contract, etc.] at [Company/Organization Name]. I am excited about this opportunity and look forward to contributing to the team.

As discussed, my start date will be [start date], and I understand that my compensation will be [details of compensation].

Thank you once again for this wonderful opportunity. Please let me know if you require any further information from my end.

Sincerely,
[Your Name]