

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

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

Dear [Recipient's Name],

I am writing to formally accept your offer to join [Organization/Program Name] as a [Position/Role] starting on [Start Date]. I am excited about the opportunity and eager to contribute to [specific goals or projects related to the position].

Thank you once again for this opportunity. I look forward to being part of the team.

Sincerely,  
[Your Name]