

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company/Organization Name]. I appreciate the opportunity and am excited to contribute to the team.

I confirm my start date as [Start Date] and agree to the terms of employment as discussed.

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

Sincerely,
[Your Name]