

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

[Recipient Name]
[Recipient Title/Position]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am thrilled to formally accept your offer to join [Program/Position] at [Organization/Institution Name]. I am grateful for this opportunity and excited about the prospects that lie ahead.

I confirm my acceptance of the position, starting on [Start Date], and I understand the terms discussed regarding [details such as salary, benefits, responsibilities, etc.]. I look forward to contributing to [specific projects or goals] and working alongside the talented team at [Organization/Institution Name].

Thank you once again for this amazing opportunity. Please let me know if there are any further steps I need to take prior to my start date.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]