

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

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

Dear [Recipient Name],

I am pleased to accept the offer to join the [Program/Position Name] at [Organization/Company Name] as outlined in your letter dated [Date of Offer Letter]. I am honored to have this opportunity and am excited to contribute to the [specific goals or values of the organization].

As per the terms discussed, I confirm my start date as [Start Date] and understand the compensation and benefit package to be as outlined. I appreciate your support and am looking forward to becoming a part of your esteemed team.

Thank you once again for this incredible opportunity. Please let me know if there are any further documents or information needed before my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]