

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept the offer to [describe the role or opportunity, e.g., "join the VLC player development team as a software engineer"]. I am excited about the opportunity to contribute to such an innovative project and collaborate with talented individuals.

I appreciate the details provided regarding my start date, compensation, and the expectations of my role. I confirm that I am able to start on [start date] as discussed.

Thank you once again for this wonderful opportunity. I look forward to working with the team and contributing to the success of VLC player.

Sincerely,
[Your Name]