

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

[Recipient Name]  
[Recipient Title]

WKTV

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at WKTV. I am excited about the opportunity to join your team and contribute to the innovative projects at WKTV.

As discussed, my start date will be [Start Date] with a salary of [Salary Amount]. I appreciate the offer and all the details provided, and I look forward to working with you and the rest of the WKTV team.

Thank you once again for this exciting opportunity. Please let me know if there are any forms or documents you need me to complete prior to my start date.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]