

[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 [position/program/opportunity name] at [Company/Organization Name], as offered in your letter dated [date of the offer letter]. I am excited to join your team and contribute to [specific goals or projects related to the position, if applicable].

I confirm my starting date will be [start date] and I appreciate the details provided regarding my role and responsibilities. Please let me know if there are any documents or forms you require from me prior to my start.

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

Sincerely,

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