

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for [specific position/program] at [Institution/Organization Name] as outlined in your letter dated [date of offer letter]. I am excited about the opportunity to join your esteemed [department/team], and I am eager to contribute to [specific goals/projects].

I confirm my acceptance of the position and am looking forward to starting on [start date]. Please let me know if there are any documents or further information you require from me prior to my start date.

Thank you once again for this opportunity. I am looking forward to being a part of [Institution/Organization Name].

Sincerely,

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