

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

[Recipient Name]
[Recipient Title]
[ZGS Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the [specific position/training/program] offered to me by ZGS. I am delighted to join your esteemed organization and am eager to contribute to the [specific project or goal].

I appreciate the opportunity and look forward to starting on [start date] as discussed. Please let me know if there are any forms or documents I need to complete prior to my start.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]