

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

[Supervisor's Name]  
[Title/Position, if known]  
[Residency Program Name]  
[Institution/Hospital Name]  
[Address]  
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally accept the offer to join the [Residency Program Name] as a resident, beginning [Start Date]. I am deeply honored by this opportunity and would like to extend my sincere gratitude for your trust and consideration.

I would especially like to thank you for your support and guidance throughout the application process. Your encouragement and insight were invaluable, and I am genuinely appreciative of the time and attention you devoted to me as a candidate. Knowing that I will be under the supervision of someone as committed and knowledgeable as you makes me all the more excited to begin this next phase of my professional development.

I am highly enthusiastic about joining the residency program and contributing to the team's ongoing success. I look forward to learning from you and the rest of the faculty, and to the many opportunities for growth and collaboration that lie ahead.

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further information needed at this stage.

Sincerely,  
[Your Name]