

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. I would like to express my sincere gratitude for this wonderful opportunity and for the confidence you have shown in my abilities.

I am enthusiastic about joining your esteemed organization and contributing to the team. I appreciate the clarity and courtesy extended to me throughout the selection process.

As discussed and agreed upon, I will be joining as of **[Joining Date]**. If there are any documents or further information required prior to my start date, please let me know.

Thank you once again for this opportunity. I look forward to working with you and the team at **[Company Name]**, and contributing to the organization's success.

Sincerely,

[Your Name]