

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

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

Dear [Recipient's Name],

I am writing to formally accept the position of [Job Title] at [Company Name], as previously offered. After thoughtful reconsideration, I regret having initially declined your generous offer. I am sincerely grateful for your continued interest and patience throughout this process.

Please accept my deepest appreciation for allowing me the opportunity to revisit my decision. Upon further reflection, I am genuinely enthusiastic about joining your team and contributing to the ongoing success of [Company Name]. I am confident that my skills and experiences will enable me to add value and collaborate effectively with my future colleagues.

I confirm my acceptance of the position under the same terms discussed initially, and I look forward to beginning my employment on [agreed start date], or another date that suits your schedule. Please let me know if any further documentation is required prior to my start date.

Thank you again for your understanding and for affording me this wonderful opportunity. I look forward to working with you and contributing to the continued success of [Company Name].

Sincerely,
[Your Name]