

Date: [Your Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name] as outlined in your offer letter dated [Offer Letter Date]. I am grateful for this opportunity and eager to join your esteemed organization.

As discussed and agreed, I confirm my acceptance of the terms and conditions of employment. I would like to inform you that my joining date will be **[Specified Joining Date]**.

Please let me know if there are any documents or further information required from my end prior to my joining. I look forward to contributing to [Company Name] and working with the team.

Thank you once again for this opportunity.

Sincerely,  
[Your Full Name]  
[Your Contact Information]