

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for extending the offer for the position of [Job Title] at [Company Name]. I am truly honored to accept this opportunity and am grateful for your confidence in my abilities.

Having carefully reviewed the details of the offer, I am excited to join your team and contribute to the organization's continued growth and success. I appreciate the time and effort invested by everyone involved in the selection process, and I am eager to bring my skills and enthusiasm to [Company Name].

Thank you again for this wonderful opportunity. I am looking forward to starting my new role on [start date] and working with you and the team to achieve our shared goals.

Please let me know if there are any forms or additional information you need from me at this time.

With sincere thanks,

[Your Name]