

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. I am honored to join your team and contribute to the ongoing success of your esteemed organization.

As discussed and outlined in the offer letter, I understand that my employment will commence on **[Start Date]**, with an annual salary of **[Salary Amount]**. I appreciate the opportunity provided and am committed to performing my duties with dedication and professionalism.

I would like to confirm my understanding that comprehensive medical insurance coverage is included as a condition of my acceptance and as part of the employment benefits package. I look forward to receiving further details regarding the policy, coverage limits, and commencement date of the medical insurance so that I can ensure a smooth transition and plan accordingly.

Please let me know if there are any additional documents or formalities to complete prior to my start date.

Thank you once again for this opportunity. I am excited to become a part of **[Company Name]** and contribute to its ongoing growth and success.

Sincerely,
[Your Name]