

[Date]

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State ZIP Code]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State ZIP Code]

Subject: Acceptance of Job Offer

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company/Organization Name].

I appreciate the opportunity and look forward to contributing to the team. As discussed, I will be starting on [Start Date].

Please let me know if there are any documents or forms I should complete prior to my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]