

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State ZIP]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State ZIP]

Dear [Recipient Name],

I am writing to formally accept your offer for the position of [Job Title] at [Company Name], as outlined in the offer letter dated [Offer Letter Date]. I am pleased to confirm my acceptance and look forward to joining your team.

I appreciate this opportunity and am eager to contribute to [Company Name]. I confirm that my start date will be [Start Date], as discussed.

Please let me know if there are any documents or further steps required prior to my start date.

Thank you again for this opportunity. I look forward to working with you and the rest of the [Company Name] team.

Sincerely,

[Your Name]