

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

[Date]

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

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Executive Position Title] at [Company Name]. I am grateful for this opportunity and look forward to contributing to the team.

As discussed, I confirm my understanding of the terms of employment, including my starting date of [Start Date], and other relevant details as outlined in the offer letter.

Thank you again for this opportunity. I am eager to join [Company Name] and collaborate with the team to achieve our shared goals.

Sincerely,

[Your Name]