

[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 confirm my acceptance of the [Job Title] position at [Company Name], as outlined in the offer letter received on [Offer Date]. I am grateful for this opportunity and look forward to joining your team on [Start Date].

I appreciate the trust you have shown in me and I am excited to contribute to the continued success of [Company Name]. Please let me know if there are any documents or further information required prior to my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]