

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally accept your offer dated [Date of Offer] for the position of [Position Title] at [Company Name]. I appreciate the opportunity to join your team and am excited to begin my role.

Thank you once again for this opportunity. I look forward to contributing to the success of [Company Name].

Sincerely,
[Your Name]