

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Program Director's Name]

[Residency Program Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Program Director's Name],

I am writing to formally accept the offer to join the [Residency Program Name] at [Institution Name]. I am excited about the opportunity to further my training in [specific area of medicine] and to contribute to the program.

I appreciate the confidence you and your selection committee have shown in me by extending this offer. I am committed to adhering to the program's values and working diligently to achieve both personal and professional growth.

Thank you once again for this opportunity. I look forward to joining the team on [start date].

Sincerely,

[Your Name]