

Acceptance of Coaching Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the coaching offer for the position of [Position Title] with [Company/Organization Name]. I am thrilled about the opportunity to work with such a talented team and to contribute to the goals and success of the organization.

As discussed, my start date will be [Start Date]. I appreciate the offer and look forward to taking on the challenges ahead and helping others achieve their goals.

Thank you once again for this incredible opportunity. I am eager to start my journey with [Company/Organization Name].

Sincerely,

[Your Name]