

[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 for the [Specialty] residency position at [Institution Name]. I am honored and excited to join such a prestigious program and to work alongside the talented faculty and fellow residents.

My experiences in medical school have solidified my passion for [Specialty] and I am eager to contribute to and learn from your esteemed team. I am looking forward to starting this new chapter of my medical career and to immerse myself in the enriching learning environment you provide.

Thank you once again for this incredible opportunity. I am excited to begin my residency on [start date]. Please let me know if there are any documents or further steps you require from me at this time.

Sincerely,

[Your Name]

[Your Medical School]