

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the contract offer for the bilingual position at [Company Name] as discussed on [date of discussion]. I am excited about the opportunity to contribute to your team and leverage my language skills to help the company achieve its goals.

I understand that my contract will commence on [start date] and will end on [end date], with a total compensation of [salary/compensation details]. I am looking forward to working collaboratively with the team and bringing my expertise in [specific languages or skills] to the role.

Thank you for this amazing opportunity. Please let me know if there are any further documents or forms you require from me prior to my start date.

Sincerely,
[Your Name]