

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name], as discussed. I am excited about the opportunity to contribute to your team and serve our patients.

I appreciate the details shared during our conversation regarding my employment, including the start date of [Start Date], salary of [Salary], and other benefits.

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

Sincerely,

[Your Name]