

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the hospitality offer for the position of [Job Title] at [Company Name]. I would like to express my gratitude for the opportunity and I'm excited to join your esteemed team.

As discussed, I understand my start date will be [Start Date] and I am eager to contribute to the success of [Company Name]. Please let me know if there are any documents or information you need from me prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to working with everyone at [Company Name].

Sincerely,

[Your Name]