



[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Name],

It is with great honor and appreciation that I thank you for the job offer for xyz position in your company. I am very delighted to inform you that I accept the offer with great enthusiasm. I see my new position as an exciting opportunity to be a productive part of an already highly competent team.

I understand and accept all the terms in this offer. As discussed earlier, I will plan on starting this position at the beginning of next month. I shall complete all the obligatory formalities before the contract is signed. In addition, I will also submit all the necessary documents prior to the joining date.

I truly appreciate the courtesy you and your team has extended to me. Thank you again for your confidence in me. I am looking forward to begin my work as a part of your organization.

Sincerely,

[Your Name]