MM/DD/YY  
  
[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 discusses 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]