Dear [Specific Contact]:

I am writing to formally accept the position of [Formal Position Name] with [Company Name] in [Location]. After reviewing the position responsibilities in the offer letter, I am excited to commit to the position starting at [Salary] and look forward to being a member of the [Company Name] team. I will report for my new employee orientation on [Specific Date and Time].

I look forward to working with you and the team and am excited to begin my career with [Company Name].

Sincerely, [Your Name]