Sumaiya Akter Shimu  
Bogabaid, Jamalpur  
Jamalpur-2000  
sumaiyaaktershimu498@gmail.com  
01308907977  
23-05-2024

[Recipient's Name]  
[Recipient's Position]  
[Name of Nursing Institute]  
[Institute's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of Nursing Instructor at [Name of Nursing Institute], as outlined in your offer letter dated [Offer Letter Date].

I am honored and excited to join the esteemed team at [Name of Nursing Institute] and contribute to the advancement of nursing education. I am deeply passionate about nursing and committed to fostering a supportive learning environment for aspiring nurses.

I accept the terms and conditions of employment as stated in the offer letter, including the starting salary, benefits package, and any other relevant details. Please let me know if there are any additional documents or information required from my end to complete the onboarding process.

I look forward to commencing my employment on [Start Date] and am eager to make meaningful contributions to the success of [Name of Nursing Institute].

Thank you once again for this wonderful opportunity. I am excited about the journey ahead and am confident that together, we will achieve great success.

Sincerely,

Sumaiya Akter Shimu