

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for [position/program name] at [Organization Name] has been accepted. We were particularly impressed by [specific detail about the applicant's qualifications/experience].

Your [position/program] will commence on [start date], and we are excited to welcome you to our team. Please find enclosed additional information regarding [next steps, orientation, etc.].

If you have any questions, feel free to reach out to me at [your phone number] or [your email address].

Congratulations once again! We look forward to seeing you soon.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]