

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

CJ Smith

[Recipient Address]  
[City, State, Zip Code]

Dear CJ Smith,

We are pleased to inform you that you have been accepted into  
[Program/Position Title] at [Organization Name] for the [Term/Year]  
starting on [Start Date].

Congratulations on your achievement! We were impressed by your [specific  
qualities, experience or accomplishments that stood out], and we believe  
you will make a valuable contribution to our team.

Please find enclosed information regarding [Next Steps, Orientation,  
Documentation requirements, etc.].

We look forward to welcoming you aboard!

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Organization Name]