

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your application for the
[Position/Program Name] has been accepted. We were impressed with your
qualifications and are excited to move forward.

Please find the details of your acceptance below:

- ****Position/Program:**** [Name of Position/Program]
- ****Start Date:**** [Start Date]
- ****Duration:**** [Duration of the program/position]
- ****Location:**** [Location of the position/program, if applicable]
- ****Next Steps:**** [Details about any next steps required, such as
orientation, paperwork, etc.]

We are looking forward to having you as part of our team. Should you have
any questions, feel free to reach out via email or phone.

Congratulations once again!

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]