

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

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

Dear [Recipient Name],

I am pleased to inform you that your application for [specific program, position, or opportunity] at HJJ has been accepted. We were impressed with your qualifications and believe you will be a valuable addition to our [team/community].

Please review the enclosed documents for details regarding your next steps, including [mention any important information such as orientation dates, required forms, etc.]. We are excited to welcome you aboard and look forward to your contributions.

Congratulations once again, and welcome to HJJ!

Sincerely,

[Your Name]
[Your Title]

HJJ