

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the offer for the On-the-Job Training (OJT) position at [Company's Name]. I am grateful for the opportunity to gain valuable experience in [specific area or department] and to contribute to your esteemed organization. As discussed, I will begin my OJT on [start date] and will be available for [number of hours/days] per week. I am looking forward to working with your team and learning from the expertise available at [Company's Name]. Thank you once again for this opportunity. Please let me know if there are any further steps I need to undertake before my start date.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Your Institution (if applicable)]