

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization's Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the On-the-Job Training (OJT) position at [Company/Organization's Name] that was extended to me on [date of offer]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or industry]. I confirm my availability to begin the OJT on [start date] and I appreciate the details provided regarding my role and responsibilities. Please let me know if there are any additional documents or information needed before my start date.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company/Organization's Name].

Sincerely,  
[Your Name]