

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally acknowledge my acceptance of the opportunity to participate in the On-the-Job Training (OJT) program at [Company/Organization Name].

I am excited about the orientation scheduled for [date of orientation] at [time of orientation], where I will have the chance to meet with supervisors and fellow trainees, as well as gain valuable insights into the structure and expectations of the program.

Please let me know if there are any documents or materials that I should bring along to the orientation. I am looking forward to this invaluable experience and to contributing to the team at [Company/Organization Name].

Thank you for this opportunity.

Best regards,

[Your Name]
[Your School/Institution Name]
[Your Program/Field of Study]