

[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 am writing to formally accept the offer for the On-the-Job Training (OJT) position at [Company's Name]. I am excited about the opportunity to gain hands-on experience while contributing to your team.

I understand that my training will begin on [start date] and will conclude on [end date]. I am prepared to dedicate my time and efforts to learn and contribute as much as possible during this period.

Thank you once again for this opportunity. I look forward to starting my OJT and being a part of [Company's Name].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Course/Program]