

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

Dear [Recipient Name],

I am pleased to inform you that your application for the position of Quality Control Manager at [Company Name] has been accepted. After careful review of your qualifications and experience, we believe you will be a valuable asset to our team.

Your start date will be [Start Date], and your salary will be [Salary].

We also offer [mention any benefits or perks].

Please sign and return the enclosed acceptance letter and any additional documents by [Return Date].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]