

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

Dear [Recipient Name],

I am pleased to inform you that your application for the [specific position/program or opportunity] at [Company/Organization Name] has been accepted. We were impressed with your qualifications and believe that you will be a valuable addition to our team.

Your start date will be [start date], and further details regarding your role, responsibilities, and orientation will be provided shortly. Please feel free to reach out if you have any questions or require additional information.

Congratulations and welcome aboard!

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]