

[Your Organization's Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

[Email Address]

Dear [Candidate's Name],

We are pleased to inform you that you have been accepted into the  
[specific program or position] at [Organization/Institution Name].  
Congratulations on this achievement!

Details of your acceptance are as follows:

**\*\*Program/Position:\*\*** [Program/Position Name]

**\*\*Start Date:\*\*** [Start Date]

**\*\*Duration:\*\*** [Duration of Program/Position]

**\*\*Location:\*\*** [Location of Program/Position]

Please confirm your acceptance of this offer by [specific date] by  
signing and returning this letter.

We believe you will be a valuable addition to our team, and we look  
forward to your contribution.

Best regards,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]