

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

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [Program/Position Title] at [Company/Organization Name] for the role of UI Designer. We were highly impressed with your skills and portfolio, and we believe that you will be a valuable addition to our team. Your start date will be [Start Date], and your salary will be [Salary/Compensation Details]. You will be working closely with our design team and will have the opportunity to contribute to exciting projects.

Please confirm your acceptance of this offer by [Acceptance Deadline], and do not hesitate to reach out if you have any questions or require further information.

We are excited to welcome you aboard and look forward to your contributions.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]