

[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 [Position/Program Name] at [Company/Organization Name] has been accepted. We were impressed by your qualifications and believe you will be a valuable addition to our team.

Please find the details of your acceptance below:

- Position/Program: [Position/Program Name]
- Start Date: [Start Date]
- Location: [Location]
- Additional Notes: [Any additional information, if necessary]

To confirm your acceptance, please sign and return the enclosed acceptance form by [Response Deadline]. Should you have any questions or require further information, please do not hesitate to contact me.

We look forward to welcoming you onboard!

Sincerely,

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