

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific position, program, or opportunity] at [Organization Name] has been accepted. Your contributions, expertise, and commitment were highly regarded during the selection process, and we are excited to welcome you to our team.

Your start date will be [Start Date], and we will provide you with further details regarding the onboarding process shortly.

Once again, congratulations on your acceptance, and we look forward to your contributions at [Organization Name].

Best regards,

[Your Name]  
[Your Title]  
[Organization Name]