

[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 [Program/Position Name] at [Company/Organization Name] has been accepted. We were impressed with your [specific qualities, skills, or experiences that stood out], and we believe you will be a great asset to our team.

Please find attached further details regarding the next steps, including [mention any important details such as orientation dates, paperwork to complete, etc.].

We are excited to welcome you and look forward to your contributions to [Company/Organization Name].

Congratulations once again!

Sincerely,

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