

****[Your Company Letterhead]****

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been accepted into the
[Program/Position Name] at [Company/Institution Name].

****Details of Acceptance:****

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

- ****Start Date:**** [Start Date]

- ****Duration:**** [Duration]

- ****Location:**** [Location]

Please confirm your acceptance by signing and returning this letter by
[Confirmation Deadline].

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company/Institution Name]

[Contact Information]

[Email Address]