

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for the [Position/Program Name] has been accepted. We appreciate your interest in joining [Organization/Program Name] and the effort you have put into your application.

Please find attached the details regarding the next steps, including [information about orientation, start dates, and any relevant documentation needed].

If you have any questions, feel free to reach out to us at [Contact Information].

Congratulations once again, and we look forward to having you with us!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]