

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission to On-the-Job Training Program

I am writing to formally accept the offer of admission to the On-the-Job Training (OJT) program at [Institution/Organization Name], starting on [Start Date]. I am excited about this opportunity to enhance my skills and gain practical experience in [Field/Industry].

I appreciate the chance to learn from experienced professionals and contribute to [Specific Projects/Teams] during my training period. I am confident that this experience will be invaluable for my career development.

Please find attached the required documents as requested. If you need any further information, feel free to contact me.

Thank you for this wonderful opportunity. I look forward to starting my training at [Institution/Organization Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]