

[Your Organization's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for admission to the On-the-Job Training (OJT) program at [Organization Name]. Your application and interview demonstrated the skills and enthusiasm we are looking for in our candidates.

Program Details:

- ****Program Start Date:**** [Start Date]
- ****Duration:**** [Duration of Program]
- ****Location:**** [Location of Training]
- ****Supervisor:**** [Supervisor's Name and Position]

Please confirm your acceptance of this position by signing and returning this letter by [Response Deadline]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to welcoming you to our team and helping you gain invaluable experience during your training.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]