

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the On-the-Job Training position at [Company/Organization Name]. I am grateful for the opportunity to contribute to your team and gain valuable experience in [related field or position].

I appreciate the details provided regarding the training schedule, start date, and any necessary documentation. I am eager to begin my journey with [Company/Organization Name] on [Start Date].

Thank you once again for this opportunity. I look forward to working with you and learning from your team.

Sincerely,
[Your Name]