

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into [Program/Position Name] at [Company/Organization Name]. We are excited about the potential you bring and are looking forward to your contributions.

Details of your acceptance are as follows:

- Position/Program Start Date: [Start Date]
- Location: [Location if applicable]
- Orientation Date: [Orientation Date if applicable]

Please confirm your acceptance by [Date] and feel free to reach out if you have any questions.

Congratulations once again, and we look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]