

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[YJ's Name]
[YJ's Address]
[City, State, Zip Code]

Dear YJ,

We are pleased to inform you that you have been accepted into [Program/Position/Opportunity Name] at [Organization/Company Name]. Your skills and experiences stood out in our selection process, and we are excited to have you as part of our team.

Please find the details of your acceptance below:

- ****Start Date:**** [Start Date]
- ****Position/Role:**** [Position/Role]
- ****Compensation:**** [Details about salary/benefits]
- ****Reporting To:**** [Supervisor's Name]

To confirm your acceptance, please sign and return the enclosed acceptance form by [Deadline Date].

We look forward to your positive response and to welcoming you on board.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Organization Name]