

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific program or position] at [organization's name] has been accepted. We were impressed by your qualifications and believe you will be an excellent fit for our team.

As discussed, your [start date or program start date] will be [insert start date], and we look forward to welcoming you aboard. Please find attached further details regarding [any relevant information such as orientation, onboarding, etc.].

Congratulations once again on your achievement!

Best regards,

[Your Name]
[Your Title/Position]
[Organization's Name]