

Cross-Training Program Acceptance Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for the cross-training program has been accepted. We believe this opportunity will greatly enhance your skills and contribute to your professional growth.

The program is scheduled to commence on [start date]. Please find below the details:

- **Program Duration:** [Duration]
- **Location:** [Location]
- **Contact Person:** [Contact Name]
- **Contact Information:** [Contact Email/Phone]

We look forward to your participation and are confident that this experience will be beneficial for you and the organization.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]