Job Application Acceptance

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that your application for the Customer Service position at [Company Name] has been accepted. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

Your starting date will be [Insert Start Date]. Please report to [Location] at [Time]. You will be required to bring the necessary documentation for employment.

If you have any questions, feel free to reach out to us at [Contact Information].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]