

Acceptance into Cross-Training Program

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the Cross-Training Program at [Company/Organization Name]. This program is designed to enhance your skills and provide you with opportunities for growth within our organization.

Your participation in this program will begin on [Start Date] and will conclude on [End Date]. During this time, you will engage in various training sessions and hands-on experiences that will broaden your knowledge and expertise.

Congratulations on your acceptance! We look forward to seeing the impact this program will have on your professional development.

If you have any questions or need further information, please do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]