

# Acceptance Letter

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into our team as [Position Title]. We were impressed by your skills and experience and are excited to have you on board.

Your start date will be [Insert Start Date], and you will be reporting to [Supervisor's Name]. Please find attached the necessary documents and information regarding your onboarding process.

Congratulations, and welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]