

Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer to join the [Name of the Rotational Program] at [Company Name], as communicated in your letter dated [Offer Letter Date]. I am excited about the opportunity to contribute to the team and gain valuable experience in various departments.

As per the offer, I understand that my start date will be [Start Date], and I will be reporting to [Supervisor/Manager Name]. Please let me know if there are any forms or documents I need to complete before then.

Thank you once again for this incredible opportunity. I look forward to starting my journey with [Company Name] and being a part of this esteemed program.

Sincerely,

[Your Name]