

# Letter of Acceptance for Work-Study Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Work-Study Program position in the [Department/Unit Name] as an Administrative [Position Title] at [Company/Organization Name]. I am excited about the opportunity to contribute to your team and gain valuable work experience.

As per our conversation on [Date of Offer], I understand that my starting date will be [Start Date] and that my work schedule will be [Work Schedule Details]. Please let me know if there are any additional documents or information you require from me before my start date.

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]