

Letter of Acceptance for Work-Study Program Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer to participate in the Work-Study Program at [Company/Organization Name] for the position of [Job Title]. I appreciate the opportunity to contribute to your team while gaining valuable experience.

I confirm that I will begin work on [Start Date] as discussed. I look forward to fulfilling the requirements of the program and contributing to [specific projects or goals related to the position].

Thank you once again for this opportunity. Please do not hesitate to reach out if you need any further information from my side.

Sincerely,

[Your Name]