

Letter of Acceptance for Industrial Training Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the Industrial Training position as a Management Trainee at [Company Name], as detailed in the offer letter received on [Insert Date]. I am excited about the opportunity to contribute to your esteemed organization and am eager to learn and develop my skills in management.

I understand that my training will begin on [Start Date] and will conclude on [End Date]. Please let me know if there are any further steps I need to complete prior to my start date.

Thank you for this incredible opportunity. I look forward to joining your team and contributing to the success of [Company Name].

Sincerely,

[Your Name]