

Acceptance of Industrial Training Offer

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 for the industrial training position as a Marketing Trainee at [Company Name], as discussed in your email dated [Insert Date of Offer]. I am grateful for the opportunity to be a part of your esteemed organization and am eager to contribute to the team.

I confirm my availability to start the training program on [Insert Start Date] and am looking forward to the experience and knowledge I will gain during this period.

Thank you once again for this incredible opportunity. Please let me know if you require any further information or documentation from my side prior to the start date.

Sincerely,

[Your Name]