

Formal acceptance sent to external applicants or organizations

Subject: Official Acceptance Notification

Dear [Applicant Name],

We are pleased to officially confirm the acceptance of your application for [position/program/course].

Your qualifications align with our requirements, and we are happy to proceed with your onboarding process.

Please review the attached guidelines and provide any requested documentation at the earliest convenience. We look forward to your engagement.

Sincerely,

[Sender Name]

[Title/Position]

[Organization Name]

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