Working Professional MBA Acceptance Template

Subject: Acceptance of Executive/Part-time MBA Program Admission

Dear Admissions Team,

I am pleased to formally accept my admission to the [Executive/Part-time/Weekend] MBA program at [University Name], beginning [start date]. This program format perfectly aligns with my need to continue my professional responsibilities while pursuing advanced education.

I have coordinated with my employer, [Company Name], to ensure full support for my participation in this program. My manager has confirmed flexibility for the required on-campus sessions and residencies.

I am particularly excited about the program's focus on [relevant specialization] and the opportunity to apply classroom learning directly to my current role in [industry/position]. The cohort model will provide invaluable networking opportunities with fellow working professionals.

Please confirm receipt of my enrollment deposit and let me know about any pre-program assignments or recommended preparation materials. I am ready to balance this commitment with my professional obligations effectively.

Best regards,

[Your Full Name]

[Current Position and Company]

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