

Training Acceptance Letter

Dear [Applicant's Name],

We are pleased to inform you that you have been accepted for the training program at [Company/Organization Name]. Your application and qualifications have been carefully reviewed and we believe that you have the potential to be a valuable addition to our team.

Your training program is scheduled to begin on [Start Date], and will continue for [Duration] weeks/months. During this time, you will have the opportunity to learn about [Training Program Subject/Topics], and will work alongside experienced professionals in our organization.

Please find attached a detailed schedule of the training program, which includes the dates and times of each training session. You are expected to attend all sessions unless otherwise advised.

In addition, please note the following:

- * You will receive a stipend of [Stipend Amount] per week/month for the duration of the training program.
- * You will be required to sign a confidentiality agreement and adhere to the policies and procedures of our organization.
- * Upon successful completion of the training program, you may be offered a full-time position with our organization.
- * Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline]. If you have any questions, please do not hesitate to contact us.

We look forward to having you join us for the training program and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Company/Organization Name]