**EMAIL TEMPLATE**

**JOB ACCEPTANCE LETTER**

Date: \_\_\_\_\_\_\_\_

To,

Name of the student

Student Address

**Subject: Letter for College Acceptance and Admission Confirmation**

Dear Mr. **(Name of Student)**

Congratulations! This letter is to inform you about your application acceptance to our college **(name of the institution)** for admission in the session **(\_\_\_\_\_\_\_\_)**

Your application, high grades, score in the test and your interview have been able to convince our Management for your admission with our college. We assure you quality teaching and a feast of opportunities to improve your record at **(name of the institution).**

Please find attached the pdf document with all important information and the acceptance form that is to be filled by you to decide your courses here at **(name of institution).** The new term will begin from mentioned date **(\_\_\_\_\_\_\_\_\_\_)** You should ensure that all the formalities should be completed by then.

**Regards,**

Name of the staff

Designation,

Name of institution