

Date: [Insert Date]

[Candidate Name]
[Candidate Address]
[City, State, ZIP Code]
[Email Address]

Dear [Candidate Name],

We are pleased to inform you that you have been conditionally accepted into the [Name of Corporate Training Program] at [Company/Organization Name]. We were impressed by your application and believe you will be a valuable addition to our program.

Please note that this acceptance is contingent upon the successful verification of your professional references. As part of our standard enrollment policy, we require that all candidates provide valid references to confirm eligibility for participation in the program.

Next Steps:

1. Please submit valid and current professional references (minimum of [number] required) by [submission deadline].
2. Your references should include individuals who can attest to your qualifications, work ethic, and professional experience.
3. Once all references have been verified, we will confirm your full enrollment and provide you with additional details regarding the program's schedule and onboarding process.

Failure to submit the required references may result in the withdrawal of this acceptance. If you have any questions about the reference submission process or need assistance, please do not hesitate to contact us at [Contact Email or Phone Number].

We look forward to welcoming you to the [Name of Corporate Training Program]. Congratulations on your achievement!

Sincerely,

[Your Name]
[Your Title/Position]
[Company/Organization Name]
[Contact Information]