

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Jynx Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application has been accepted for the [specific position/program] at Jynx. We are excited to welcome you to our team and believe that you will be a valuable addition.

Here are the details regarding your acceptance:

- Position/Program: [Position/Program name]
- Start Date: [Start Date]
- Salary/Compensation: [Salary/Compensation details]
- Reporting To: [Name of supervisor/manager]

Please review the attached documents for further information regarding your role, objectives, and company policies. We kindly request that you confirm your acceptance by [confirmation deadline date].

We look forward to your contributions and are excited about what the future holds.

Best regards,

[Your Name]  
[Your Position]  
[Jynx Company Name]