

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

Dear [Recipient Name],

I am pleased to inform you that your application to join XKGlow has been accepted. We were impressed by your qualifications and believe that you will be a valuable addition to our team.

As discussed, your start date will be [Start Date], and your position will be [Position Title]. You will receive detailed information regarding your onboarding process and benefits package shortly.

Please confirm your acceptance of this offer by signing below and returning this letter by [Deadline Date].

We look forward to welcoming you to XKGlow!

Sincerely,

[Your Name]  
[Your Position]

XKGlow

\_\_\_\_\_  
[Recipient Name]

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