

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

[Recipient's Name]  
[Recipient's Title]  
[XKit Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to formally accept the offer to [describe the position/program/course] at XKit. I am excited about the opportunity to [mention any specific aspects about the position/program/course that interest you] and look forward to contributing to [mention any goals or values of the organization].

As discussed, I confirm my start date is set for [insert start date]. Please let me know if you need any further information or documents prior to my start.

Thank you for this incredible opportunity.

Sincerely,  
[Your Name]