

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

[Recipient Name]
[Recipient Title]
[Xnet Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [specific program/position] at Xnet. We were greatly impressed by your [mention any specific qualifications or qualities] during the selection process and are excited to welcome you to our team.

Your start date will be [start date], and you will be reporting to [supervisor/manager's name]. Please find attached the details regarding your onboarding process, including [mention any important documents, orientation dates, etc.].

We believe that your skills and experience will be a valuable addition to our team, and we look forward to your contributions to Xnet.

Please confirm your acceptance of this offer by signing and returning the attached copy of this letter by [deadline].

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Xnet Company Name]