

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for the XWatch position has been accepted. We are excited to welcome you to our team and look forward to your contributions.

Please find attached additional information regarding your start date, orientation, and other onboarding details.

Congratulations once again, and welcome aboard!

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Phone Number]