

**[Name of the Recipient]**

[Address]

[State, ZIP Code]

**[Subject: Mention the intention of the letter]**

Dear [Recipients Name],

This letter is to inform you that you have been accepted to work for our company Winderstand Technologies as our Digital Marketing Executive.

Your joining date is June 12, 2019, Monday, at 10 am sharp. All your job responsibilities and duties will be discussed on the first day itself. All your work-related questions will be answered if you have any.

We congratulate you for getting the post and look forward to working with you soon.

Sincerely,

[Senders Name]