

Dear [Candidate's Name],

We are pleased to inform you that we have received your signed offer letter for the position of [Job Title] at [Company Name]. We appreciate your prompt response and are excited to have you join our team.

Please feel free to reach out if you have any questions or need further information regarding your onboarding process.

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]