



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the Nomination

Dear \_\_\_\_\_ (Name of the Recipient)

Thank you for the nomination. I am grateful for this nomination and appreciate you for placing confidence in me. It is my privilege to serve the \_\_\_\_\_ Company (Name of the Company) as the \_\_\_\_\_ (Write the Post). I appreciate your decision of nominating me for the post of \_\_\_\_\_. This is a golden opportunity for me and I am willing to accept this nomination.

I am thankful to you for your consistent support. I would also like to thank my colleagues for supporting my decisions and complying with my guidelines. I am looking forward to serving the company as the new \_\_\_\_\_ (Write the new post).

I assure you that I will take the responsibility seriously and work for it in all possible ways. I will put my hard work and skills to the best use of the company. Thank you for the opportunity.

Sincerely,

(Signature)

Sender's Full Name