

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company

Company Address

Subject: Thank You Letter

Dear ABC,

Thank you so much for offering me the job position of ____ (Name of the job position) at ____ (Name of the company). I am pleased to accept the job with ____ (Name of the company). It was great meeting the interviewer team.

As discussed, I am currently serving my notice period in my current organization and I look forward to starting my employment on ____ (Date of joining).

Please let me know the further onboarding process. Thank you again for the opportunity and I look forward to applying my skills to the assigned position.

Sincerely,

(Signature)

Sender's Full Name