

Date

(Your name

Address line 1

Address line 2)

Sub: Thank you for the kind offer

Dear Mr/ Ms. ____

Good morning, I hope you are well. I received the offer letter for (the position) at (company name) today, and I am very excited to accept the same. Thank you so much for your time and consideration. I hope I can add value to your prestigious institution.

Kindly help me with the next step to employment. I would like to know in detail about (insert any clarification of terms you have). Looking forward to working with you. I sincerely appreciate your assistance. Please contact me at (insert your email)@gmail.com for faster correspondence.

Thanking you.

Yours Sincerely

(signature)

(Your name)

