TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Job Thank You Letter

Dear **[Name],**

Thank you so much for hiring me for the **[Position Name]** position. I appreciate the time you took to interview me, and I am very glad to become a part of the staff at **[Name].**

I am ready to meet the students on **[Date]** and can’t wait to begin planning sessions with **[Name]**  on **[Date]**  to help get her classroom and curriculum set for the new year.

Please let me know if these dates are still correct or if anything changes.

I look forward to starting my position and, once again, I'd like to thank you for this great opportunity.

Sincerely,

**[Name]**