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],**

I’m writing this letter to express my sincere appreciation for how much time, energy, and thought you have put behind my interview sessions and, ultimately, my job offers.

I’m more than happy to accept the **[Position Name]** position. I’m sure it will be an absolute pleasure to learn and work with the team.

I truly look forward to starting the journey with **[Name]** soon.

Thank you!

Sincerely

**[Name]**