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 be working for you.

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

Sincerely

**[Name]**