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 appreciate the opportunity to become a part of **[Company Name]** that you have provided me. I would also like to thank you for your time and attention to my candidacy.

I’m pleased to accept the **[Job Title]** position. To clarify some issues, please, contact me at **[Your Contact Information]** so we can discuss the further steps.

I’m excited to join the **[Company Name]** team as soon as possible.

Regards

**[Name]**