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 for offering me the opportunity to work at **[Company Name]** as **[Job Title]**. I sincerely appreciate your time and consideration.

I'm happy to accept the **[Job Title]**  position. As we move forward, I'd like to clarify **[Your Questions About The Position]**.

Please contact me at **[Your Contact Information]** to establish the next steps.

Thank you again for this opportunity. I'm excited to work with the **[Company Name]** team soon.

Sincerely

**[Name]**