**Subject:** Thank You - Your Name

Thank you for hiring me for the retail sales position. I’m thrilled to be joining the sales team of the premier jewelry store in the city. I’m looking forward to meeting the rest of the staff and to beginning training for the position on Monday, September 10.

Please let me know if there’s anything special I need to bring to my first day of work. I look forward to starting. Thank you so much for the opportunity.

Sincerely,

Your Name