

Letter of Gratitude

Date: _____

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the opportunity to assume the role of [Your New Position] at [Company Name]. I am truly excited about this new chapter in my career and am eager to contribute to our team's success.

Thank you for your trust and confidence in my abilities. I appreciate the support and guidance you and the rest of the team have extended to me. I am looking forward to working closely with everyone and hope to bring valuable contributions to our projects.

Once again, thank you for this incredible opportunity. I am enthusiastic about what the future holds for us at [Company Name].

Sincerely,
[Your Name]