

Letter of Gratitude and Job Offer Confirmation

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company/Organization Name
Company Address
City, State, ZIP Code

Dear [Hiring Manager's Name],

I would like to express my sincere gratitude for offering me the position of [Job Title] with [Company/Organization Name]. I am honored to accept this opportunity and am excited to contribute to your team in the Social Services department.

I appreciate the confidence you have shown in my abilities and I am eager to bring my skills and dedication to [Company/Organization Name]. I confirm my acceptance of the job offer, as discussed, with a start date of [Start Date] and a salary of [Salary Details].

Thank you once again for this incredible opportunity. I look forward to working collaboratively and making a positive impact within the community.

Sincerely,

[Your Name]