

Thank You Letter for Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my heartfelt gratitude for offering me the position of [Job Title] at [Company's Name]. I am thrilled about the opportunity to join such a talented team and contribute to the exciting projects at [Company's Name].

Thank you for the confidence you have shown in my abilities. I look forward to bringing my skills in [Your Skills/Experience Related to the Job] to the role and becoming a valuable member of your team.

Once again, thank you for this opportunity. I am eager to start and will confirm my acceptance in writing by the given deadline.

Warmest regards,

[Your Name]