

Letter of Gratitude for Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally express my heartfelt gratitude for the job offer to join [Company Name] as [Job Title]. I am thrilled about the opportunity to work with such a talented team and contribute to the exciting projects at [Company Name].

Accepting this position is a significant step in my career, and I appreciate the trust you have placed in me. I am looking forward to bringing my skills in [Your Skills/Experience] to the company and working collaboratively with the team to drive success.

Thank you once again for this incredible opportunity. I am excited to start my journey with [Company Name] on [Start Date].

Sincerely,

[Your Name]