

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the opportunity to join [Company Name] as a [Job Title]. I am genuinely thankful for the trust you have placed in me and for the warm welcome I have received from the team.

This opportunity means a lot to me, and I am excited to contribute to the company's goals while growing both personally and professionally. I appreciate the time and effort you took to guide me through the onboarding process, making my transition much smoother.

Thank you once again for this incredible opportunity. I look forward to working together and making a positive impact at [Company Name].

Sincerely,

[Your Name]

[Your Contact Information]