

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to extend my sincere gratitude for the job invitation to join [Company Name] as a [Job Title]. I am very excited about the opportunity to become part of such an innovative team.

Thank you for considering my application, and for the warm welcome during the interview process. I appreciate the time you and your team took to discuss the role and the company culture with me.

I am looking forward to contributing to [Company Name] and am excited about the potential growth and development opportunities ahead.

Thank you once again for this incredible opportunity. I look forward to hearing back from you soon.

Sincerely,

[Your Name]