

# Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the recommendation you provided for my recent employment opportunity at [Company's Name]. Your kind words and support made a significant impact on my job application process.

Thank you for taking the time to share your insights about my skills and experiences. I truly appreciate your belief in my abilities and the effort you put into your recommendation.

Thanks to your support, I am excited to share that I have accepted a position as [Job Title] at [Company's Name]. I am eager to begin this new chapter in my career and to apply what I have learned under your guidance.

Thank you once again for your invaluable assistance and encouragement. I look forward to keeping in touch, and I hope to make you proud in my new role.

Sincerely,

[Your Name]