

Letter of Readiness for New Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my enthusiasm and readiness to embrace the new position of [Job Title] at [Company's Name]. I am fully committed to contributing to the team's success and am eager to leverage my skills and experiences in this new role.

I believe that my background in [Your Background/Skills] has prepared me well for the challenges ahead, and I am excited about the opportunity to take on [specific responsibilities or projects related to the new position].

Thank you for the opportunity, and I look forward to contributing to the continued success of the team.

Sincerely,

[Your Name]