

Letter of Gratitude for Probationary Offer

[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 hope this message finds you well. I am writing to express my heartfelt gratitude for the probationary offer extended to me for the [Job Title] position at [Company's Name]. It is a tremendous opportunity, and I am truly thankful for the chance to contribute to your esteemed organization.

I am excited about the potential to work with a dynamic team and bring my skills in [mention relevant skills/experience] to support [Company's Name]'s goals. I look forward to the challenges and learning opportunities that await me.

Thank you once again for this incredible opportunity. I am eager to start my journey with [Company's Name] and contribute positively during my probationary period.

Sincerely,

[Your Name]