

## Job Offer Thank You Letter

Dear [Insert Name]

Your Name  
Your Address  
Your City, Zip Code  
Date

Dear <enter name> of person who offered you job>

I would like to take the opportunity to thank you for the job offer to work at <enter company name> as <enter job title>. Once we had the chance to talk, I became even more excited at the prospect of joining your team.

As you know, I have some loose ends to wrap up as I am in the process of relocating. However, I am quite confident that I will be able to begin the new job on the date we discussed <enter date>. I would appreciate it if you would contact me if you need to discuss my future employment. You have all of my current contact information. The best way to get a hold of me is via my mobile number.

Again, thank you for the wonderful job offer. I look forward to working for <enter company name> and am sure that I am the ideal candidate for the position.

Sincerely,

<Enter name here>

Your Address  
Post Code  
Tel Number

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