

Formal Professional Letter

Subject: Thank You for the Job Offer

Dear [Hiring Manager's Name],

I am sincerely grateful for the opportunity to join [Company Name] as [Position Title]. I would like to express my appreciation for the confidence you have shown in my abilities.

I am enthusiastic about contributing to the team and applying my skills to help achieve the company's objectives. I look forward to joining on [Start Date] and beginning this exciting new chapter in my career.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

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