



Thank You Letter After Job Offer

From,
Sanat Chavan
34 ,Agarwal Bhandia Complex
02227467047

Date - 15/11/1997

To,
Pumeet Chowdary
3, Pawar House, Kalina Kurla Rd

Sub: Thank you letter

Dear Sir,

Hi! Hope you are doing great.

I Sanat Chavan (mention your name) am writing to you to thank you for offering me the position of ----- with your company ----- located at ----- (mention the location).

I have been working hard to get this title from past some time now and with this offer my dream has certainly come true. I assure you that I will give my best to achieve the targets and to be an asset to the company.

Once again, I would like to thank you for giving me the opportunity to work with the best team and would be looking forward to join the organization on ----- (mention the date).

Thank you,

Sanat Chavan