

Thank You Letter For Job Offer

**Sanat Chavan**

**34 ,Agarwal Bhantia Complex 02227467047**

**Date – 15/11/1997 Pumeet Chowdary**

**3, Pawar House, Kalina Kurla Rd**

**02226666294**

**Subject: ------------**

**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).

**Yours sincerely,**

**Sanat Chavan**