



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

