



# 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**

