To,

The HR Manager

ABC Ltd,

#4, Yorkshire,

London, YK2

2nd June 20XX

Sub : Thank You for job offer

Dear Sir,

This is with reference to the job offer letter that I have received from ABC Limited on 1st of June, 2014 for the post of Marketing Manager. I would like to thank you for your job offer to work at ABC Ltd. After our interview, I only became more eager at the prospect of joining your marketing team.

I understand and accept all the terms in this offer. As discusses earlier, I will join the position on 17th of June, 2014. I shall complete all the obligatory formalities before the contract is signed. In addition, I will also submit all the necessary documents prior to the joining date. As you know, it will take a few weeks to fully change place, but I am positive that I will be able to begin the position on the said date.

Please keep me updated on any information you deem pertinent. You have all my contact information, but the best way to reach me is through my e-mail address.

Again, thank you so much for the opportunity. I am excited to work on such a meaningful project, and I look forward to working in such a creative environment.

Sincerely,

Loyds Kimble