Date…

The HR Manager…

Company/Institute name…

Office Address…

***Sub: Thank You Letter for Job Offer***

Respected HR Manager,

I am very thankful to you from the deep of my heart for offering me the job opportunity. (Describe in your own words). From previous job experience, I believe that you will find me much more than your expectations in terms of my devotion, commitment, and efficiency on the job. (Describe actual cause and situation).

I am also happy to say that now I will be on the right job according to subject specialty and major area of my studies. (Cordially describe your greetings). Once again thank you and I will be waiting for a job appointment letter as an acknowledgment of the job posting.

Sincerely yours,

Your name…

Address…

Contact info. And Signature…