From,
Name
Address
951202519473

Date – 12/12/1994

To,
Name
Address
02226195731

Subject: ----------

Dear Sir,

I Amit Singh would like to thank you for hiring for the -------------------------- (mention the position). I really appreciate the efforts and number of rounds you took to interview me and appreciate me during and after the interview. I am excited to work at ------------------------ as it has always been dream to be a part of such a talented team.

My date of joining as requested in the letter will be -------------- and my joining location would be ------------------ (mention the exact location).

I am looking forward to join the organization as a ---------------- on ---------------- and be a part of such a great team and I would like to thank you for such a great opportunity.

Yours sincerely,

Name