**TEMPLATE**

**THANKYOU JOB OFFER LETTER**

Subject: **[Your name]** Acceptance Letter

Dear **[hiring manager]**,

Thank you for offering me the opportunity to work at **[company name]** as **[job title].** I sincerely appreciate your time and consideration.

I'm happy to accept the **[job title]** position. As we move forward, I'd like to clarify **[your questions about the position].** Please contact me at **[your contact information]** to establish the next steps.

Thank you again for this opportunity. I'm excited to work with the **[company name]** team soon.

Sincerely,

**[Your name]**