**THANK YOU LETTER AFTER RECEIVING A JOB OFFER**

Your Name

Your Address

Your E-mail

Date

Dear Ms. Cooper,

I would like to express my sincere gratitude for your recommendation letter. Your strong letter impressed the hiring committee at Waterhouse Associates, and my two interviews went exceedingly well as they offered me an associate editor position. I am sure that your letter helped me stand out from the rest of the applicants. I plan to keep you updated in my career progress.

Sincerely,

Miranda Campbell