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

Your Name

Your Address

Your E-mail

Date

**Subject:** Letter of Recommendation—Colin Bean

Dear Mr. Sousa,

I truly appreciate the reference you gave me for Litchfield’s Green Gardens. The hiring manager called me this morning to offer me a job.

I believe your reference was a significant part of the reason the manager offered me a position. Thank you again for taking the time to write me a thoughtful recommendation letter. I hope to stay in touch in the future.

Best regards,

Colin Bean