**THANKYOU JOB OFFER LETTER**

Your Name  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you so much for hiring me for the teaching assistant position. I appreciate the time you took to interview me, and I am very glad to be working for you.

I look forward to starting my position and, once again, I’d like to thank you for the great opportunity.

Sincerely,

Your Signature

Your Typed Name