**THANKYOU JOB OFFER LETTER**

JANE DOE

123 Main Street

11-111-1111

01/01/20XX

John Smith

Hiring Manager

The Good Company

3456 Park Ave.

Somewhere, USA 10000

Dear John Smith:  
Thank you sincerely for offering me an opportunity to work at The Good Company. I appreciate the time and effort spent by your team to interview me and review my application.  
   
I’m pleased to inform you that I feel that this position is an excellent fit for me and I’m happy to accept. Moving forward, I was wondering if I could get some clarification on your vacation policy before formally accepting. As we proceed, please feel free to call me at 111-111-1111 or email me with the next steps.

Thank you again for this offer. I look forward to working with your team in the near future!

   
Sincerely,  
Jane Doe