**Name of Recipient**

**Employee Thank You Letter**

Job Title

Business Name

Address

Contact, City,

Date:

**SUBJECT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr.** (Name of Recipient),

**Introduction**

(This segment is used to tell something about you when you see good news. You can start your letter by sharing your sincere appreciation. Write few words to convey your feelings and excitement.)

(Moving further, you can take this opportunity to elaborate more about yourself, especially about your skills or qualifications. Consider this as a chance to make yourself the best candidate for this opportunity.)

**Show Your Commitment**

(In this section, you should try to clarify your mistakes by accepting during last meeting or interview. This will build trust in the eyes of employer and your commitment, how you will make sure, you will not taking this opportunity easily.)

**Conclusion**

(In this last segment, try to conclude whole discussion on a positive note. Make sure to mention that you are looking forward for a better relationship. You can also ask for next date for meeting or interview. Let them aware that you are keenly waiting their answer or next step. Moreover, you are available on a single phone call or email.)

**Sincerely,** [or Respectfully,]

**Name**

Current Job/Position/Status

Address

Contact: Phone & Email