



[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Name],

I would like to formally thank you for your job offer to work at [Company Name]. After our interview, I only became more excited at the prospect of joining your management team.

As you know, it will take a few weeks to fully relocate, but I am positive that I will be able to begin the position on the date we discussed [date].

Please keep me updated on any information you deem pertinent. You have all my contact information, but the best way to reach me is through this e-mail address.

Again, thank you so much for the opportunity. I am excited to work on such a meaningful project, and I look forward to working in a such a creative environment.

Sincerely

[Your Name]