

Thank you letter to a Recruiter

Andrea Page

Block 4, Clinton Avenue, Albany, New York

6th October, 2016.

Mr. Robert Halls

Sky High Constructions Ltd.

13 St. Clifton Boulevard, New York.

Dear Sir [Recipients Name],

I am writing this letter to express my heartfelt gratitude towards you and your esteemed company for hiring me for the post of (Mention your designation here). I am overjoyed and excited to take up this job, as I was looking for a challenging and a learning environment to work in. I assure you that I will give my best possible input to the task assigned. I fully understand the values of commitment, honesty, competence and hard work that will be required to take on the challenges of this job. There is a lot of potential of growth and learning which is why I am so excited to be a part of this project. Under your able guidance I am sure that I will be able to do my job impeccably. I once again thank you for trusting and choosing me to be a part of your team and your company.

I hope that this arrangement will be a delightful and an honorable experience for both of us. Thank you!

Sincerely,

Andrea Page