

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I would like to take this opportunity to thank you for providing me with this golden opportunity. I have given my best to acquire the experience and skills required for doing this job well. I am thankful that you have observed and rewarded my sincere efforts.

I would also like you to know how thrilled I am about my new responsibility and am looking forward to learning all the necessary skills to fulfill your high expectations of me.

Thank you once again for showing trust in my abilities and me. I am confident to learn and improve from your example.

Thank you so much for having faith in me and my abilities—I know I will continue to learn from your example.

Thanking you,

----- (Sender Name)