April 13, 2020

Salutation Contact Full Name

Title

Company

Mailing Address

City, State Zip

Dear Contact First Name:

Inform the recipient that you have accepted a new position. Tell them a little about the new opportunity in general terms.

Provide a little more detail about the job and how it fits your interests and experience.

Thank them for their time during the course of your search. Cite any specific things they did to help you during your search and how they impacted the success of your overall experience.

Beginning May 18th, I can be reached at:

Company Name:

Mailing Address:

City, State Zip:

Telephone:

Sincerely,

Your Full Name