

**Thank You/Acceptance Letter**

Your Name  
Your Address

Contact Name  
Contact Address

Date of Letter

Dear.....

I am writing to thank you for the time you spent with me during my interview for the position of ----  
-----.

I would like to say that I very much enjoyed our meeting and learned a great deal about your organisation.

I look forward to hearing from you soon/starting on the ---date----.

Yours faithfully