

From:

*Ashley Mercado*

*1223. North Street*

*New Jersey, USA*

Date: 19 Jan 2023

**Subject:** Thankyou Letter for Job

Dear Ms. Reed,

Thank you for offering me the opportunity to work at Rising Higher Marketing as a marketing coordinator. I sincerely appreciate your time and consideration.

I'm happy to accept the marketing coordinator position. As we move forward, I'd like to clarify your company's remote work policy. Please contact me at 850-123-1234 or ashleymercado@email.com to establish the next steps.

Thank you again for this opportunity. I'm excited to work with the Rising Higher Marketing team soon.

Sincerely,

Ashley Mercado