**Elena Yale**

XXX Any Road \* City, State Zip Code \* [first.last@aya.yale.edu](mailto:first.last@aya.yale.edu) \* XXX-XXX-XXXX

March 22, 20XX

Name of Person

Job Title

Organization Name

Street Address

City, State Zip Code

Dear Name of Person,

It is with great pleasure that I accept the position of Production Analyst. I am confident that I will make a valuable contribution to the production group at Organization Name.

As we discussed on Friday, I will report to Mr. XXX in the Human Resources Department on Monday, April 1. Additionally, I shall complete the new employee orientation you mentioned prior to the start date.

Thank you again for this terrific opportunity. I am very excited about my new responsibilities at Organization Name and look forward to joining your team.

Sincerely,

(Sign Your Name)

Elena Yale