[Name of Recipient]

[Designation of the Recipient]

Date:

**Subject: Greeting Letter for the New Job**

Dear Mr. / Mrs. [name of the Recipient],

I am very glad and excited to be a part of such an amazing team of professionals. To serve as the [mention Job Title] will surely be a great experience for me and I will have a chance to improve my skills and prove my abilities.

I am looking forward to taking over my responsibilities soon and I ensure that you will never ever regret the decision of choosing me over the other candidates for this job.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]