

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Congratulations on New Job

Dear :

Congratulations on your new job. This is a very exciting moment and quite an accomplishment. I want to wish you best of luck at your new job and may you do well as you set off on your career.

Once again, congratulations!

Sincerely,

N A M E