Johnson

General Manager

ABC Company.

Sir,

I wish express my gratitude for offering me a position of a Branch manager within our corporation. It is a great opportunity for me to show my potential for the benefit of our company. I will try to do my best for proving the faith you had in me.

I am looking forward to start execution of my new duties applying all my knowledge and skills. I promise that I will be as valuable as I can for our incorporation and make sure that you will not regret about your decision. I would like you thank you one more time for the granted opportunity.

Yours truly,

Clark Henry

Branch manager

ABC Company.