Rachel Applicant

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September 1, 2018

Harold Lee

Principal

Suburb Elementary School

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

Thank you so much for hiring me for the teaching assistant position. I appreciate the time you took to interview me, and I am very glad to become a part of the staff at Suburb Elementary School.

I am ready to meet the students September X, and can’t wait to begin planning sessions with Jane Smith on August XX to help get her classroom and curriculum set for the new year.

Please let me know if these dates are still correct or if anything changes.

I look forward to starting my position and, once again, I'd like to thank you for this great opportunity.

Sincerely,

Rachel Applicant