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Letter

Dear ~~Madam~~, John,

I hope this letter finds you well. Last week, I received your letter regarding a job opportunity in your company and was looking forward to join your organisation.

The company - "John & John", you have started in 2013 has now reached to 300 employees and have around 70 clients ~~situat~~ located in different parts of the world. It has shown a rapid growth in telecom marketing, after you have listed your organisation in the share market.

I am currently working for A&C Technologies in New Delhi, India. I have joined the organisation last year, hence have a legal bond signed with them for an year. The bond will be ending in mid of November 2021 and then I will be available to switch my current organisation.

I am very interested in the opportunity but I will not be able to join immediately

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However, I will be grateful if I can join your team after three months i.e December 2021. Meanwhile, I can learn about your business model and prepare myself for the future assignments. Moreover, I have enrolled for two months online training in tele-marketing which will help me in excelling my work in your organisation

I am looking forward to hear from you.

Regards,
Akshay Kumar Sharma