

## Motivation letter for work

Name of the Employer

Address of the Employer

Contact number of the Employer

Date: [MM/DD/YYYY]

Dear Mr / Ms. {Name of the recipient},

This is to inform you that I am writing this letter for applying for the post of {mention the post} at {name of the company}. I came to know about the vacancy at your company on {name of the source}.

I have been working in this field for 10 years now and I am quite familiar with the nature of the work. Moreover, I was glad to see this advertisement because your company is one of the noted names in the industry. And, I would love to be a part of it while contributing to the company and learning new things.

As per the advertisement, I am hereby enclosing some of the samples of my previous work along with the resume. Also, I have also mentioned the names and contact number of references. Hopefully, it would be enough to convince you about my eligibilities.

Looking forward to hearing from you.

Your Truly,

{Your name}

