
THANK YOU LETTER SAMPLE #1

<DATE>

<Mr./Ms. HIRING AUTHORITY>
<COMPANY NAME>
<ADDRESS>
<CITY, STATE ZIP>

Dear <Mr./Ms. HIRING AUTHORITY>:

Thank you for giving me the time on <INTERVIEW DATE> to discuss the duties, responsibilities and exciting opportunities that <COMPANY NAME> has to offer a <JOB TITLE>.

As we discussed, my accomplishments and experience, along with your vision for the organizations' future, make us a winning team. This career opportunity is a perfect next step for me as a <JOB TITLE>.

I look forward to hearing from you at your earliest convenience.

Sincerely,

<NAME>

THANK YOU LETTER SAMPLE #2

<DATE>

<Mr./Ms. HIRING AUTHORITY>
<COMPANY NAME>
<ADDRESS>
<CITY, STATE ZIP>

Dear <Mr./Ms. HIRING AUTHORITY>:

It was a pleasure speaking with you and discussing the <JOB TITLE> position available within your company. I feel I can be a great asset to your organization and look forward to taking the next step in your hiring process.

If you would like to discuss my qualifications or have any further questions about my experience, please do not hesitate to call.

Sincerely,

<NAME>