

Follow-up/Thank You Letter Template

[Insert your street address]
[Insert your city, state, zip code]
[Insert date]

Ms. /Mr. /Mrs. [Insert interviewer's name]
[Insert the interviewer's title]
[Insert the company's name]
[Insert the company's street address]
[Insert the company's city, state, zip code]

Dear Ms. /Mr. /Mrs. [Insert interviewer's name]:

I am writing to you to thank you for the opportunity you have given me on [Insert date of interview], when we talked about my experience and desire to work for your company as a [Insert the position you are applying to].

I've thought about what we discussed and can say that I feel completely qualified to do a great job for the company. I believe my experience as a [Insert previous job position] along with [Insert experience or past job position] will be truly helpful to face the challenges that come along with the job and improve the company's productivity.

It was a great pleasure to meet you and I look forward to hearing news from you. I am very grateful for being considered for this position and for your interest in my candidacy. If there's anything I can assist you with, do not hesitate to contact me.

Sincerely,

[Insert your signature]

[Insert your name]