

SAMPLE THANK YOU LETTER

Date

Hiring Company
Hiring Manager
Address

Dear _____,

It was a pleasure to meet with you yesterday. I appreciated the opportunity to learn more about _____ and becoming a contributing part of your team.

After meeting in person, I am even more convinced that my previous experience with _____ will prove extremely valuable in helping your team meet your business goals and objectives in this competitive market.

I am very interested in the _____ position. Thank you for your time and interest. I look forward to hearing from you about the next step and being part of this great organization.

Sincerely,