

Interview Thank You e-mail

LETTER EXAMPLE

Dear {insert interviewer name}:

Thank you for taking time to meet with me on Monday, January xx. It was a pleasure to learn more about you and your organization.

Our meeting further piqued my interest in {insert name of organization}. The organization's past achievements and successes prove that the business is poised for the future. My qualifications are a perfect match with the direction of the company. As a dedicated, professional, and forward-thinking employee, I know I could bring additional leadership to your team.

Once again, please note that I am extremely interested in the {insert position title} position. If you have any additional questions about my skills, abilities, and qualifications, please contact me at {insert phone number}. Thank you and I look forward to your positive response!

Sincerely,

{insert your name}

Email Address

Address

Phone Number