

Thank You Letter Format and Example

Thank You Letter Format

Your Address
City, State, Zip Code
Telephone Number
Email Address

Date

Contact Name
Title
Company Name
Address
City, State, Zip Code

Dear Contact Name:

First Paragraph:

Thank you for taking the time to discuss the position of (job title) with me last (day, date). The information you shared about (company name) was excellent, and I am excited about the possibility of applying my education and experience to your company. (Reiterate anything that you felt was positive in the interview or refer to your experience and background.)

Middle Paragraph:

(Optional - Anything needing clarification can be addressed in this paragraph)

Closing Paragraph:

Please contact me if I can provide further information. I look forward to hearing from you soon.

Sincerely,

(handwritten signature)

Your typed name

See next page for a sample Thank You Letter

10 Johnson Way
Cupertino, CA 95014
(408) 555-1200
mjsmith@email.com

Date

Ms. Cathy Jones
Human Resources Manager
Josten Publishing Company
125 Davis Drive
Sunnyvale, CA 94002

Dear Ms. Jones:

Thank you for taking the time to meet with me yesterday. It was such a pleasure to talk with you. The information you provided regarding the details of the Administrative Assistant position was most valuable to me.

As I expressed to you, I am excited about working in an organization such as Josten Publishing Company where there is a professional atmosphere and the opportunity to make a solid contribution.

Please contact me if I can provide any further information. I look forward to hearing from you.

Sincerely,

Mary J. Smith