



THANK YOU/FOLLOW-UP LETTER
(used after an interview)

Date

Name

Title

Company

Address

City, State Zip

Dear _____:

I enjoyed meeting with you on _____ and learning more about the _____ position available at ***Companyname***. I would like you to let you know that my eagerness to work for your organization has grown considerably as a result of our meeting.

I would encourage you to speak with Mr./Ms. _____ at _____ regarding my experience. Mr./Ms. _____ is quite familiar with my work in this field and would be pleased to share with you any additional information you might like to have.

Thank you for your time and interest. I look forward to the opportunity to work with you as a member of the ***Companyname*** team.

Sincerely,

Job Seeker Name