



## Template: Thank You Letter

[Date]  
[Interviewer Name, Title]  
[Company Name]  
[Company Street Address]  
[City, State, ZIP]

Dear [Interviewer Name]:

Thank you very much for the opportunity to interview for the [Available Position] position at [Company Name]. I thoroughly enjoyed our conversation, and after learning further about [Company Name] I am even more excited about the possibility of joining your team.

What interests me most about the [Available Position] position is the potential to [task/project], [task/project], and [task/project], and I am confident my skills in [skill], [skill], and [skill] will enable me to excel in this role. As we discussed, my background in [area] coupled with my abilities in [skill] and [skill] align quite well with your department's objectives for the coming year. After our meeting, it also occurred to me that my experience in [area] will be valuable as well.

Thank you again for your time and consideration. Please let me know if there is anything further I can provide at this stage in the process. I look forward to hearing from you soon and can be reached directly at [phone number] or [email address].

Sincerely,  
[Your Name]

