

THANK YOU LETTER TEMPLATE

Your Typed Name

Your Letterhead

Date

Name

Title

Organization

Address

City, Province, Postal Code

Dear Mr./Ms. Last Name:

It was very enjoyable speaking with you about the _____ position at _____.

The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to _____ that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to this position strong _____

I understand your need for _____. My _____ skills will help to

_____.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position at your earliest convenience.

Sincerely,

Your Typed Name