

SAMPLE THANK YOU LETTER

Date

Employer Name

Title

(Be sure to address the letter to the correct person,
spelled correctly with their title)

Company Name

Street Address

City, State, Zip

Dear Mr. / Ms. (*Employer Name*):

I appreciated the opportunity to interview with you yesterday and learn more about the (*Position Title*) position. Thank you for the

(*Company Name*) culture I experienced from the moment I walked in the door. It is clear that (*Organization Name*), specifically within this department, values team work, collaboration, and leadership, qualities that I truly believe are essential for professional fulfillment and organizational success. I was especially attracted to the ways in which this position acknowledges and demonstrates the value of professional development.

As I mentioned yesterday, in addition to my excellent communication skills and ability to manage several projects simultaneously, I have energy and enthusiasm to bring to the position. My experience with event planning and ability to learn quickly would enable me to progress steadily through your training program and become a productive member of your team. I am excited about the possibility of applying my education and experience to the position of (*Position Title*) at (*Organization Name*).

Thank you for your time and consideration. I am excited about the possibility of joining your team at (*Organization Name*) and contributing to

If I can provide you with any additional information, please let me know. I can be reached at (*phone number*) or by (*email address*). I look forward to hearing from you soon.

Sincerely,

(Always sign your name – unless letter is sent via email)

Type your name below your signature