

SAMPLE THANK YOU LETTER

handwritten version

October 25, 2011

Mr. Miller,

Thank you for setting up the interviews today to meet members of the design team. I truly appreciate the time and effort of everyone to provide a clear picture of the opportunity at Altec.

I was very impressed with not only the state-of-the-art facility but also the support provided to the team. This says a lot to me about the values to the company which are important to me in my first engineering position.

I look forward to contributing my creativity, integrity, and technical ability to design projects in the future at Altec.

Sincerely,

Jeremy Puente

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