

# Thank-You Note Template

## Overview

Use this document to help you draft a thank-you note to your interviewer. A well-written thank-you note can leave a strong final impression after your interview. It shows professionalism and continued interest in the role.

It is recommended that you follow up with your interviewer within 24 hours. Customize your note by referencing something specific from your conversation, and briefly restate your enthusiasm for the opportunity.

If you are able to deliver your note in person, consider writing it by hand. If sending by email, type your message and sign your name at the bottom.

Dear [Interviewer's Name],

Thank you for speaking with me today about the [Role Title] position at [Company Name]. I appreciated learning more about [something specific discussed], and I'm excited about the opportunity to contribute to your team.

I enjoyed our conversation, especially when we discussed [mention 1–2 takeaways]. I believe my background in [relevant strength or experience] would allow me to contribute meaningfully to your organization from the start.

Please don't hesitate to reach out if you need anything further. Thank you again for the opportunity.

Best regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]