

Interview Thank You Letter Best Practices and Examples

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General Guidelines

When should I send the thank you email?

- Send the Thank You Email by the end of the day of the interview but no later than the next morning.

To whom should I send the email?

- If you have the interviewer's contact info: Send it to the Lead Interviewer and CC the recruiter/Interview coordinator if you have one.
- If you only have the recruiter/Interview coordinator's contact info: Send it to the recruiter
- If you were interviewed by a Panel: You only need to send the email to the lead interviewer and/or the recruiter.

To whom should I address in the email?

- If you have the interviewer's contact info: Email should address the Lead Interviewer.
- If you only have the recruiter/Interview coordinator's contact info: Email address the email to the recruiter
- If you were interviewed by a Panel: Email should address the Lead Interviewer or the recruiter

What is the format of the email?

- Email should be written in the first person
- Email should be Semi Formal
- Email should be short
- Address the interviewer by their last name unless they asked you to address them by their first name. If you were on a first name basis during the interview, then you could opt to address them by their first name.
- **Check Check Check** Spelling and Grammar. If you are not a good writer, write it in word and enable grammar check. You can also opt for other services such as Grammarly.

What should I include in the email?

- Only include attachments if the interviewer asked you for them in the interview. Otherwise, do not add attachments.
- Email should highlight that you understand what the interviewer cares about
- Email should highlight how you are a right candidate for the role

Template 1: Single Interviewer

1. To Lead Interviewer

Template

To: Lead Interviewer

CC: recruiter/Interview coordinator's (only if you have one)

Subject: [Your first initial Last Name] Interview Follow-up

Hi [Interviewer Name],

Thank you for meeting with me today. I want to take a moment to thank you for taking the time to meet with me for the XXXXXXXXXXXX position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for [Company Name]. I'm very excited about the opportunity to join [Company Name] and to work with the team on [Name the program, Key factor, or problem the position is intended to support (You should have asked this question in the interview, or you can pull it from the job description)].

I believe my experience [One of the most essential aspect your expertise that aligns with the position (This should have been discussed in the interview, or you can pull it from the job description)], and my knowledge [One of your most essential skills needed for the position This should have been discussed in the interview or you can pull it from the job description)], positions me as ideal candidate for this role.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need additional information.

Best regards,

[Your Name]

[Phone Number]

Example Email

Subject: JDoe Interview Follow-up

Hi Mrs. Smith,

Thank you for meeting with me today. I want to take a moment to thank you for taking the time to meet with me for the Network Manager position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for Acme Corporation. I'm very excited about the opportunity to join Acme Corporation and to work with the team to ensure we maintain 24/7 secure network Operations across our sites in the US and South America.

I believe my experience leading geographically dispersed network operation teams and my expertise in designing, managing, and monitoring Cisco-based networks, positions me as ideal candidate for this role.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need additional information.

Best regards,

John Doe

202-123-4567

2. To Recruiter

Template

To: Recruiter

Subject: [Your first initial Last Name] Interview Follow-up

Hi [Recruiter Name],

I want to take a moment to thank you for coordinating the interview. Please thank [Interviewer Name] and the rest of the interview panelists on my behalf for taking the time to meet with me for the XXXXXXXXXXXX position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for [Company Name]. I'm very excited about the opportunity to join [Company Name] and to work with the team on [Name the program, Key factor, or problem the position is intended to support (You should have asked this question in the interview, or you can pull it from the job description)].

I believe my experience [One of the most essential aspect your expertise that aligns with the position (This should have been discussed in the interview, or you can pull it from the job description)], and my knowledge [One of your most essential skills needed for the position This should have been discussed in the interview or you can pull it from the job description)], positions me as ideal candidate for this role.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need additional information.

Best regards,

[Your Name]

[Phone Number]

Example Email

Subject: JDoe Interview Follow-up

Hi Mrs. Miller,

I want to take a moment to thank you for coordinating the interview. Please thank Mrs. Smith and the rest of the interview panelists on my behalf for taking the time to meet with me for the Network Manager position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for Acme Corporation. I'm very excited about the opportunity to join Acme Corporation and to work with the team to ensure we maintain 24/7 secure network Operations across our sites in the US and South America.

I believe my experience leading geographically dispersed network operation teams and my expertise in designing, managing, and monitoring Cisco-based networks, positions me as ideal candidate for this role.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need additional information.

Best regards,

John Doe

202-123-4567

Template 2: Interview Panel

1. To Lead Interviewer

Template

To: Lead Interviewer

CC: recruiter/Interview coordinator's (only if you have one)

Subject: [Your first initial Last Name] Interview Follow-up

Hi [Interviewer Name],

Thank you for meeting with me today. I want to take a moment to thank you and the rest of the interview panelists for taking the time to meet with me for the XXXXXXXXXXXX position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for [Company Name]. I'm very excited about the opportunity to join [Company Name] and to work with the team on [Name the program, Key factor, or problem the position is intended to support (You should have asked this question in the interview, or you can pull it from the job description)].

I believe my experience [One of the most essential aspect your expertise that aligns with the position (This should have been discussed in the interview, or you can pull it from the job description)], and my knowledge [One of your most essential skills needed for the position This should have been discussed in the interview or you can pull it from the job description)], positions me as ideal candidate for this role.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need additional information.

Best regards,

[Your Name]

[Phone Number]

Example Email

Subject: JDoe Interview Follow-up

Hi Mrs. Smith,

Thank you for meeting with me today. I want to take a moment to thank you and the rest of the interview panelists for taking the time to meet with me for the Network Manager position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for Acme Corporation. I'm very excited about the opportunity to join Acme Corporation and to work with the team to ensure we maintain 24/7 secure network Operations across our sites in the US and South America.

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Best regards,

John Doe

202-123-4567

2. To Recruiter

Template

To: Recruiter

Subject: [Your first initial Last Name] Interview Follow-up

Hi [Recruiter Name],

I want to take a moment to thank you for coordinating the interview. Please thank [Interviewer Name] and the rest of the interview panelists on my behalf for taking the time to meet with me for the XXXXXXXXXXXX position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for [Company Name]. I'm very excited about the opportunity to join [Company Name] and to work with the team on [Name the program, Key factor, or problem the position is intended to support (You should have asked this question in the interview, or you can pull it from the job description)].

I believe my experience [One of the most essential aspect your expertise that aligns with the position (This should have been discussed in the interview, or you can pull it from the job description)], and my knowledge [One of your most essential skills needed for the position This should have been discussed in the interview or you can pull it from the job description)], positions me as ideal candidate for this role.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need additional information.

Best regards,

[Your Name]

[Phone Number]

Example Email

Subject: JDoe Interview Follow-up

Hi Mrs. Miller,

I want to take a moment to thank you for coordinating the interview. Please thank Mrs. Smith and the rest of the interview panelists on my behalf for taking the time to meet with me for the Network Manager position.

With a better understanding of your organization's mission and role's responsibilities confirmed my desire to work for Acme Corporation. I'm very excited about the opportunity to join Acme Corporation and to work with the team to ensure we maintain 24/7 secure network Operations across our sites in the US and South America.

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