**Example 1**

Date

Company Name

Address

City, State, Zip Code

Dear Mr./Ms. [Hiring Manager Last Name],

It was a pleasure meeting with you yesterday, and I thank you for your time. I appreciate you acquainting me with the team, discussing the position and presenting the company background.

After meeting with you and further observing the company’s operations, I am convinced that my professional experience and skills coincide well with the position’s needs.

Now that I have met you and know more about the job requirements, I am even more excited about the opportunity to work as a member of your team.

Having the motivation to exceed prior expectations, as I briefed during the interview, I am ready to handle the challenges that you offer me and would definitely be a value-added addition to the team and company.

I remain confident that my competencies are a good match for your needs, and hope to be among those in consideration for the job.

If there are any further questions you would like to ask me, please contact me via email or telephone. Of course, I will be available for future interviews as needed.

I look forward to speaking with you again soon.

Sincerely,

[Your signature]

[Name]

**Example 2**

Month/Day/Year

Company Name

Address

City, State Zip Code

Attention: [Name of Department]

Dear [Mr. Mrs. Ms.] [Hiring Manager LastName],

Thank you for taking the time to meet with me about the \_\_\_\_\_ [title of position] with \_\_\_\_\_ [Company].

Since our meeting on [date] to discuss my qualifications for the job, my interest in the position has greatly increased. Our objectives for the role seem perfectly aligned.

If you have any further questions, or perhaps wish to conduct another interview, please do not hesitate to contact me.

I have enclosed my resume for further review. I greatly appreciate the time and consideration you have given to my interest in the role and the organization.

I look forward to hearing back from you.

Sincerely,

FirstName LastName

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| Thank You Email (v.1) |
| Dear Mr./Ms. (Last Name),  I wanted to thank you for speaking with me (today/yesterday: Always send a thank you note within 24 hours to each person with whom you spoke) about the (position name) role for which you are currently recruiting.  I’m excited about the opportunity to join (company name) and begin (list two contributions you plan to make).  I look forward to hearing from you regarding the next step in the hiring process. Please don’t hesitate to contact me if I can provide further information.  Sincerely,  (Your First and Last Name) |
| Thank You Email (v.2) |
| Dear [Name],  Thank you for taking the time to speak with me today about the (position) currently available at (company). I enjoyed our discussion about (topic) and am very interested in meeting with the hiring team to discuss how my skills set truly aligns with this role.  If you have any further questions, please don’t hesitate to call.  Thank you again,  [Your Name]  [Your Phone Number] |
| Status of Job Application (Post-Interview) |
| Dear Mr./Ms. (Last Name),  Hello, it’s (your first and last name). We spoke (date of interview - day, month, year) regarding the (position name). I hope this email finds you doing well.  I wanted to follow up and see if there was anything I could provide to assist you in your hiring process?  Thank you in advance for your consideration.  Sincerely,  (Your First and Last Name) |

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| Withdrawal From Job Consideration (Post-Interview) |
| Dear Mr./Ms. (Last Name),  Hello, it’s (your first and last name). We spoke on (date of interview - day, month, year) regarding the (position name).  At this time, I wish to withdraw my application from consideration for the role. I appreciate you taking the time to speak with me about the job and the company.  Again, thank you for your consideration.  Sincerely,  - (Your First and Last Name) |

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| Accepting A Job Offer |
| Dear Mr./Ms. (Last Name),  I am very happy to accept the job offer for the (position title).I’m excited about the opportunity to join your team.  As we discussed, my starting salary will be (salary amount) with a benefits package including (list aspect of benefits discussed: health insurance, retirement, etc.). My start date will be (date: day, month, year).  If there is additional paperwork or information you need from me prior to my start date, please let me know.  Thank you again,  (Your First and Last Name) |

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| Rejecting A Job Offer |
| Dear Mr./Ms. (Last Name),  Thank you very much for offering me the (position title) position with (company name). I appreciate you taking the time to speak with me and answering my questions about the role, your department and (company name).  After careful consideration, I have decided that I cannot accept the job offer at this time. (Provide reasons if applicable. How much detail you provide depends on how many interviews you have had. One interview for a position you didn’t want doesn’t require much detail. If you have met the person multiple times, enjoyed the conversation and have valid reasons for not accepting the offer, state them).  Again, thank you for your time and I wish you and your team the best.  Sincerely,  (Your First and Last Name) |

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| Follow-up After Not Receiving Job Offer |
| Dear Mr./Ms. (Last Name),  Thank you very much for contacting me regarding the status of the (position title) position. I appreciate you taking the time to follow up and provide an update.  While I am disappointed that my experience was not what you were looking for at this time, I appreciate being considered for future opportunities that you feel best match my skills and qualifications. Additionally, any feedback you can provide about my background or interview experience is greatly appreciated.  Thank you again for your consideration.  Sincerely,  (Your First and Last Name) |