**LETTER TEMPLATE**

**FOLLOW-UP LETTER AFTER JOB CONVERSATION**

**[Your address]**

**[Phone number]**

**[Email address]**

**[Date]**

**[Name]**

**[Program Director]**

**[XYZ company]**

Dear Name,

I am grateful to you for talking to me today about the position available in XYZ company. It was enlightening to speak to your team members and you. You very well explained the description of the requirements of the place.

My enthusiasm to work with you has increased after talking and meeting you and your staff. As we had discussed, my knowledge of the native language will be beneficial for the job profile. I am confident that my abilities will be an asset to achieve organizational goals.

I want to confirm my interest in the position and in working with you and your team. Please feel free to contact me with any additional concerns regarding my qualifications and work skills. Thank you for your time and consideration.

Sincerely.

**[Name and signature]**