**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name]** and **[Hiring Manager’s Name]**

I would like to thank you **[Both/All]** of you for taking the time out of your busy schedules to discuss the available **[Position Title]** with me this afternoon. The detailed description you provided of **[Company Name]’s** business processes, company culture, and internal initiatives has only heightened my interest and enthusiasm for the role.

As discussed in the interview, I have over **[Number]** years of experience in the **[Industry].** I’ve developed proficiency and expertise in **[Relevant Experience], [Relevant Experience],** and **[Relevant Experience].** Throughout my professional career I’ve achieved many noteworthy accomplishments such as **[Accomplishment], [Accomplishment],** and **[Accomplishment].** My extensive experience, proven record of success, and initiative make me the ideal candidate to assist **[Company Name]** reach the goals you described in our meeting.

It was a pleasure to meet you **[Both/All]** this afternoon. Thank you for your time and considering my application. I’m confident that I would be a strong addition to the **[Company Name]** team. I look forward to hearing from regarding the next steps in the hiring process.

Sincerely,

**[your signature]**

**[Your Name]**

**[1234 Street Address]**

**[City, State, Zip]**