**THANKYOU LETTER**

**[Your Name]**

**[1234 Street Address]**

**[City, State, Zip]**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name],**

Thank you for taking the time out of your busy schedule to speak with me about the **[Position Title]** at **[Company Name].** Learning more about **[Company Name]’s** internal processes, company culture, and planned expansion has only increased my interest in the role and this opportunity to join your team.

As discussed in the interview, my professional experience includes **[Relevant Experience], [Relevant Experience],** and **[Relevant Experience].** I have a proven record of success in the **[Industry],** as demonstrated by the following noteworthy accomplishments, **[Accomplishment], [Accomplishment],** and **[Accomplishment].** I’m confident that my extensive industry experience, collaborative nature, and dedication to success can assist **[Company Name]** in reaching the targets you described in our meeting.

Again, thank you for your time and consideration. I’m confident that I would be a valuable addition to the **[Company Name]** team. I look forward to hearing from you regarding the next steps in the hiring process.

Sincerely,

**[your signature]**

**[Your Name]**

**[phone number]**

**[your email]**