**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name],**

I sincerely thank you for taking the time out of your busy schedule to discuss the available **[Position Title]** at **[Company Name].** I was delighted to have the opportunity to learn firsthand about **[Company Name]’s** product and service offerings, company culture, and growth objectives.

I’m impressed by the opportunity your next **[Position Title]** will have to **[Position Description], [Position Description],** and **[Position Description].** As we discussed, in my previous role, I was responsible for **[Relevant Experience], [Relevant Experience],** and **[Relevant Experience],** which makes me perfectly suited for the available **[Position Title]** at **[Company Name].** Given my history of **[Accomplishment]** and **[Accomplishment],** I’m certain I can help **[Company Name]** achieve its pressing short-term goals as well as its long-term goals.

I’m honored to be considered for a position on the **[Company Name]** team. I’m very much looking forward to hearing from you regarding the next steps in the hiring process. Please don’t hesitate to contact me if you require any additional information or have any questions regarding my application.

Sincerely,

**[your signature]**

**[Your Name]  
[1234 Street Address]**

**[City, State, Zip]**