**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name],**

It was a pleasure to meet you this afternoon. I appreciate you taking time out of your busy schedule to discuss the available **[Position Title]** at **[Company Name]. I** enjoyed learning about **[Company Name]’s** position as an industry leader, its mission statement, and its expansion plans.

As discussed in the interview, I have extensive experience in the **[Industry]** including **[Relevant Experience], [Relevant Experience],** and **[Relevant Experience].** My proficient **[Hard Skill]** coupled with my robust **[Soft Skill]** has allowed me to make the following noteworthy accomplishments in my professional career: **[Accomplishment], [Accomplishment],** and **[Accomplishment].** Given my proven record of success, commitment to quality, and leadership capabilities, I’m confident that I can assist **[Company Name]** in reaching the goals you defined in our meeting.

Thank you again for your time and attention. I’m I look forward to hearing from you regarding the next steps in the interview process. Please contact me if you require any additional information regarding my application.

Sincerely,

**[your signature]**

**[Your Name]**

**[1234 Street Address]**

**[City, State, Zip]**