TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Thank You Letter

Dear **[Name],**

I would like to thank you for the invaluable support you provided to me during my recent career search.

When I began this search, I had very little idea how to go about it – or especially, how to network to discover new job opportunities.

The information and advice you gave **[Discription]** made all the difference in helping me to focus my job search.

I’m happy to report that I have just accepted a new position with **[Name]**! Again, thank you so very much.

I greatly appreciate your generosity.

Sincerely

**[Name]**