**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]  
[Email Address]**

**[Phone Number]**

Dear Mr./ Ms., **[Hiring Manager’s Name],**

Thanks for taking the time to discuss the **[Position]** and my experience in **[area of experience]** with me. I really enjoyed speaking with you yesterday.

After meeting with you I am sure that my background and skills fit your needs. Your plans for **[plans of your employer for]** sound exciting and I hope I can contribute to your future success. I think my background in **[background in]** makes me an asset to your company. I was impressed with your department's energy and positive attitude. I know I would enjoy working with you and your group.

I look forward to hearing from you concerning your hiring decision. If I may be of any assistance, feel free to email or call me again at **[your phone number].**

I appreciate your consideration.

Sincerely,

**[Your name]  
[1234 Street Address]**

**[City, State, Zip]**

**[Email Address]**

**[Phone Number]**