**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

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

I want to thank you for taking the time to interview me yesterday for the position of **[position name].** I sincerely enjoyed meeting with you and learning more about the [job name] and your Company.

After our conversation and observing the company's operations I am convinced that my **[area of experience]** experience fits me out more than adequately for the job, and my background and skills can take the Company to new heights of success. I believe I can make a significant contribution to the **[new process or project name].** I am excited by your interest in [idea you suggested] and I also have a number of great ideas for **[you have great ideas for…].** I feel confident that my experience in **[your experience in …]** would enable me to fill the job requirements effectively.

As you know (I neglected to mention during my interview that), my work as **[previous position]** at **[previous working place]** provided an excellent background as well as understanding of all the aspects of this kind of job. In addition to my enthusiasm, I will bring excellent qualifications, skills, assertiveness and the ability to **[your ability]** to this position. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of your company. Please feel free to contact me if I can provide you with any further information. I can make myself available for any further discussions of my qualifications that may be needed.

I thank you again for considering me for this position. I am very interested in working for you and look forward to hearing from you concerning your hiring decision.

Sincerely,

**[Your name]**