

Polite Thank-You Note Example for Professional Reference

Dear [Referee's Name],

I hope this message finds you well. I am writing to extend my sincere gratitude for serving as a reference on my behalf. I truly appreciate the time and thoughtfulness you dedicated to supporting my application for [position/program/opportunity] at [Company/Organization].

Your insights and recommendation played a significant role in showcasing my skills and experiences to the selection committee. I am pleased to share that your support greatly contributed to [a positive outcome, e.g., my job offer, being invited to the next interview stage, etc.].

Thank you once again for your kindness and encouragement. Please let me know if I can ever return the favor. I look forward to staying in touch and hope we can continue our professional relationship in the future.

With sincere appreciation,
[Your Name]