

## Thank-You Letter Template: After Job Interview

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Interviewer's Name]  
[Interviewer's Job Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Interviewer's Name],

Thank you very much for taking the time to meet with me on [date of interview] to discuss the [Job Title] position at [Company Name]. I appreciate the opportunity to learn more about your team and the exciting work being done at your organization.

I am especially grateful for the insights you shared regarding [specific topic, project, or value discussed], and our conversation only strengthened my enthusiasm for joining your team. My experience with [skill or qualification discussed] aligns well with your needs, and I am eager to contribute to [Company Name]'s continued success.

Thank you again for considering my application. Please do not hesitate to reach out if you need any additional information from me. I look forward to the opportunity to work with you and your team.

Sincerely,  
[Your Name]