

Formal Thank You Letter for Phone Interview

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

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

Dear [Interviewer's Name],

I would like to thank you sincerely for taking the time to speak with me over the phone about the [Position Title] opportunity at [Company Name] on [Date of Interview]. I truly appreciate the chance to learn more about your team and discuss how my background and skills align with your organization's goals.

Our conversation further reinforced my enthusiasm for the position and my interest in contributing to [specific topic or project discussed]. I am excited about the possibility of bringing my experience in [mention relevant skills or background] to your team.

Thank you again for considering my application. Please let me know if you need any additional information. I look forward to the opportunity to continue discussing how I can be an asset to [Company Name].

Sincerely,
[Your Name]