

Sample Thank-You Letter for Job Interview (Internal Position)

Subject: Thank You for the Opportunity

Dear [Interviewer's Name],

I would like to thank you for taking the time to meet with me on [interview date] to discuss the [internal position title] opportunity. I appreciate the chance to learn more about the role and share my vision for how I can continue contributing to [Company Name]'s success in this new capacity.

Our conversation reinforced my enthusiasm for this position and my commitment to our team's goals. I am particularly excited about [mention any key responsibility, project, or initiative discussed] and believe my experience with [highlight relevant skill, achievement, or department] will allow me to make a significant impact.

I am grateful for your consideration and for the opportunity to grow within [Company Name]. Please let me know if there's any additional information I can provide. I look forward to the possibility of working together in this new capacity and supporting the ongoing success of our organization.

Thank you once again for your time and consideration.

Sincerely,

[Your Name]

[Current Job Title]

[Contact Information]