

Sample Thank You Letter After Internal Job Interview

[Your Name]

[Your Current Position]

[Department]

[Email Address]

[Date]

Dear [Interviewer's Name],

I would like to sincerely thank you for taking the time to meet with me regarding the [Job Title] position on [Date of Interview]. I appreciate the opportunity to discuss my qualifications and learn more about the goals and direction of the [Department/Team].

I am very enthusiastic about the possibility of joining your team and contributing to [mention a specific project, goal, or value discussed in the interview]. Our conversation further increased my interest in the role, and I am confident that my experience with [mention relevant skills, certifications, or successful projects] will enable me to make a meaningful impact.

Thank you again for considering my application. I value the chance to continue growing within [Company Name] and to take on new challenges as part of your team. If there's any additional information I can provide, please let me know.

I look forward to hearing from you soon.

Sincerely,

[Your Name]