

Thank-You Letter Template: Expressing Gratitude for Job Recommendation

Dear [Recommender's Name],

I am writing to sincerely thank you for the generous recommendation you provided on my behalf for the [position title] at [Company/Organization Name]. I truly appreciate the time and effort you devoted to highlighting my qualifications and experiences.

Your support played a crucial role in strengthening my application, and I am grateful for your confidence in my abilities. Knowing that I have your endorsement means a great deal to me both personally and professionally.

Thank you again for your invaluable assistance and encouragement throughout my job search. I greatly value your support and look forward to keeping you updated on my progress.

With gratitude,
[Your Name]