

Mary Gayle Leonard

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DATE

NAME:
POSITION:
COMPANY NAME:
COMPANY ADDRESS:

SAMPLE THANK YOU LETTER

Dear NAME:

I want to express my appreciation for the chance to visit with you regarding your opening for a **(JOB TITLE)**. This sounds like an exciting and challenging opportunity, and I want to reaffirm my strong interest in the position.

I was particularly fascinated in our discussion of the **(Here, you write something you learned about the company and/or their products or services that you admired)**.

It is my desire to work in this position and believe that, with my overall qualifications and experience, I could make a significant contribution to your highly competitive company.

Thank you again for your time and I look forward to hearing from you soon.

Sincerely,

Mary Gayle Leonard