

THANK YOU LETTER FORMAT

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email
Date

Name
Title
Organization
Address
City, State, Zip Code

Dear First Name, (or Mr./Ms. Last Name if you don't know them well)

Thank the interviewer for his/her time. State general information or advice which you appreciated learning. Be thankful for specific information he/she has provided and give an example.

Re-affirm your interest in the organization. Mention a future contact, such as a follow-up phone call in two weeks to check the status of the search.

Best Regards,

Your Name