

# THANK YOU LETTER TEMPLATE

*Dear Mr./Ms. Contact Person's Last Name:*

Thank you for taking the time to speak with me yesterday about the [position] with [Company Name].

It was a pleasure meeting with you, and I truly enjoyed learning more about the position and the company.

After our conversation, I am confident that my skills and experience are a great match for this position. I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up as you move forward with the hiring process.

If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Best regards,

Your Name