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THANK YOU Email Letter Template after Job Interview with Sample Example

This mega tutorial, all that you need to learn about how to write Thank You Letter and provides lots of sample templates from them.

Here is what you will learn -

- [Sample Phone Interview Thank You Letter](#)
- [Sample Job Interview Thank You Letter](#)
- [Thank You Letter for Networking](#)
- [Tips to Write a Winning Thank You Letter](#)
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- [Sample Thank You Letter](#)

Sample Phone Interview Thank You Letter

Recipients' full name

Address

Date

Subject: Phone interview follow-up/ Thank You for the Phone interview

Dear Ms. / Mr. /Dr. Smith,

I am writing this note to thank you for giving me the opportunity to discuss the specifics of your organizations' innovative internship program. I also would like to take this chance to thank you

for taking the time to discuss how my qualifications fit in with the opportunities at your organization. If given the chance to be a part of the said internship program, I am sure I can contribute towards the organization's goals and set my career path in the right direction.

I would also like to reiterate and emphasize my interest in the position. As discussed during our telephonic conversation, I have recently completed my Bachelor's degree program and also completed a summer job in the field related to this internship position. Apart from my educational qualifications, I also proffer my communication skills and ability to work well within a team. Additionally, I hope to bring flexibility and the ability to encourage others to work cooperatively towards common goals in the department.

Once again, I truly appreciate that you took the time to interview me over the phone. I also hope to meet you in person and to hear from you soon. I am including my full contact information below.

Again, thank you for your time and consideration,

Yours Sincerely,

Your name

Email address, Phone number

Sample Job Interview Thank You Letter

Your address

Phone number

Email

Date

Recipient's name,

Designation,

Address,

Email

Dear Mr. / Ms. / Dr. Last name,

I would like to show my gratitude for speaking with me regarding the accounting position at XYZ Inc. It was a sheer pleasure to meet you as well as your staff in person and I thank you earnestly for your time in getting to know me and solving all my queries regarding XYZ.

Our interview has affirmed in my mind that the atmosphere in your company is right for me and my career ambitions. I also believe that I have a lot to bring to the table and hope that you are as interested in knowing my qualifications as I am in making contributions towards the company's objectives.

I am very keen on bringing my knowledge and familiarity with accounting and finances to the company. I also hope that my additional computer skills will be an asset to you and will help me make a significant contribution in reaching the company's goals.

I would like to take this opportunity to reiterate and emphasize my interest in the job position and in working with you and your staff. Kindly contact me regarding any additional queries or concerns you may have about my qualifications. Again, it was a great pleasure to meet you. Thank you for your time and consideration.

Yours Sincerely,

Your name

Thank You Letter for Networking

Your name

Address,Phone number,Email

Date

Recipient Name

Title,Company,Address

Dear Mr. /Ms. First name, Last name

Thank you for taking the time to talk with me on Friday, March 3rd, regarding my interest in working in the field of xxx. I am extremely grateful for your taking the time to review my career objectives and recommending strategies for achieving them. Your insights were significantly valuable and have supported me in elucidating my career goals.

As per your advice, I have made an appointment with Mr. Abc at KLM Company to further discuss my career in this field. I immensely appreciate this referral and am sure that it will be most beneficial. I also thank you for recommending me the XYZ Magazine for extra reading. I plan on following up with this advice as well as making use of the additional online networking resources you have recommended to further my job search. I especially appreciate your efforts in connecting me with others in your network.

Any additional suggestions you may have for me are also welcome. I will keep you updated as my search progresses.

I am truly thankful for the support you have provided me.

Best regards

Your name

Tips to Write a Winning Thank You Letter

Are you in the job searching market? Have you had an interview lately? It does not matter whether or not you performed well in front of the panel; a thank you letter is a very important way of following up on the matter. Here are some tips on how to write a thank you letter.

Send the letter as soon as possible

The best time to send a thank you letter is within 24 hours of after leaving the interview room. In any case, don't exceed three days before sending the letter. Usually, the notion is that since everybody does not write these letters, there is no need of bothering. However, for you to stand out, you must do something extraordinary, and sending a thank you letter is one such thing.

Whether it is handwritten or typed, deliver this letter as quickly as possible.

Genuineness

The internet is awash with thank you letter templates, making drafting one so simple, or, so you think. It is unprofessional to get a template from the web and just change a thing or two. When writing a thank you letter, communication of authentic feelings is very valuable. There is no harm of getting ideas on style and technique but then, ensure that the words used to compose the letter are genuine and original.

Personalization of the letter

Although it is not mandatory to write a different thank you letter for each interview, it serves well to personalize it to each person met at the interview. More importantly, make sure you have the name and title of each panelist right before sending the letter. If not sure, the administration assistant might help.

Address your strengths

In any interview, there are bound to be some issues raised regarding either your qualification or character. You must address your strengths you have forgotten to add in the interview.

Show enthusiasm for the job

Without a doubt, the main purpose of a thank you letter is to show your inquisitiveness in the job. Make sure your enthusiasm of the possibility of working with the company is evident in the thank you letter. To show how well you fit in the organization, mention some of the key points that make you relevant for the organization. Don't forget this is an extra avenue to market your suitability and provide you an extra edge over other job interviewees.

Include anything omitted in the interview

By the stressful and anxiety nature of a job interview, a candidate may forget some important points. Any selling point forgotten in the interview may be added in the thank you letter. This is usually done as you are showing your suitability for the organization.

Good grammar is critical

There is nothing wickeder than sending a thank you letter with glaring grammar mistakes. It is even worse if, you get it wrong on the title or name of the interviewer. So, make sure you double check the letter for any errors before sending it. If necessary, ask somebody else to check your letter for typos, poor sentence structure etc.

Keep it concise

An effective thank you letter does not go beyond one page. It is made of four paragraphs utmost. Even if, you include some reiteration or additional information; the letter should not be too long.

Sample Thank You Note - Email

email: abc@xyz.com

Dear Mr./Ms. (Last Name of the addressee),

Thank you so much for taking the time and for the privilege of having an interview with you yesterday, (date), during your visit to ABC College. The opportunity to work with your team members and staff would provide many incredible experiences for someone with my career interests and goals.

As mentioned during the interview, I will be graduating in the month of July with a degree in xxx program. I believe that my education, coursework and experience have provided me with the proficiency and understanding of various aspects of xxx as well as in dealing with clients. I am looking forward to spend time in the field and applying all that I have learned in the past few years. I also intend to bring a willingness to learn every aspect of what it takes to be a part of your esteemed organization.

Once again, I truly appreciate your taking the time to speak to me about this internship/job. Kindly let me know if you need any additional information. I would welcome the prospect to work with you and all the brilliant members at the KLM Company.

Thanking you for considering me for this opportunity,

Sincerely,

Name

Sample Thank You Letter

Your Name

Your Address

Date

Employer's Name

Company Name

Address

Dear (manager/first name of the person),

I wish to thank you for finding time to discuss with me about the position of XYZ in your reputable firm. Your consideration and time were highly appreciated.

Having sat down and talked with you and the rest of the team about the opening, I got to know more about the responsibilities and opportunities in the position. I believe that my reputable work ethics plus my natural fast learning abilities make me the ideal candidate for this dynamic position.

I believe that my experiences and technical knowledge would make it easy for me to fill the job requirements efficiently. My interest in this job is very high and would like to hear from you once the final decision regarding this opening is made.

You can reach me anytime on the number or email if, you need any clarification about my suitability for this job.

Thank you for giving me this opportunity.

Yours Sincerely,

Your Name