Dear (HR Recruiter),

Thank you for taking the time to talk with me this afternoon. I enjoyed meeting you and learning more about (company name) and (position title). Based on the information you shared I'm even more convinced I could excel in this role.

I'll look forward to hearing from you regarding an interview with (hiring manager's name). If you should need any additional information in the meantime, please don't hesitate to call me at (555) 555-5555.

Best Regards,

(Your Signature)

Dear (**Hiring Manager's Boss**),

Thank you for taking time out of your busy day to talk with me this afternoon. It was a pleasure to meet you and learn more about your goals for(department name). I've been impressed with the good will expressed by everyone I've interacted with at (company name).

Based on everything I've learned about your company, I'm even more excited about the (position title) role. My (specific experience) will allow me to quickly contribute to the department's success with (specific initiative) and I would welcome the opportunity to do so.

Best Regards,
(Your Signature)