Sample #1

Dear [Recipient’s Name],

I wish to express my gratitude for speaking with [People in Charge of Interview] at the [Company's Name] about my qualifications to work with their software development team.

They have an innovative and dynamic team that I will learn a lot from. I will also contribute what I have learnt under your tutelage. I will keep you updated about my progress in the company.

I appreciate you taking your time to give me a reference.

Sincerely

[Your Name]

Sample #2

Dear [Recipient’s Name],

As you may be aware, I have been applying for various employment opportunities over the past few months. I just received a very attractive offer to fill a vacant position at a innovative and exciting company. While my resume, experience and performance at the interview contributed a great deal to grasping this opportunity, I feel that your recommendation played a central role in the company’s decision to offer me the job.

I wish to express my gratitude for your consideration and time in supporting my endeavors. Your encouragement and expectation mean a lot to me. Thanks for all you have done for me.

Sincerely

[Your Name]