

## THANK YOU LETTER FOLLOWING AN INTERVIEW

Dear Ms./Mr. [Name]:

Thank you for taking the time to speak with me earlier today about the business analyst position at Cooper Consulting. I enjoyed meeting you and the other members of your team, and it was exciting to learn about your plans for the upcoming year and the opportunities for this position to make a significant contribution to your efforts.

As I mentioned, during my internship at XYZ Consulting I was able to work closely with the leadership team in the financial services division. In fact, I wrote a number of reports for the senior director, including a detailed analysis of FAS 157 implications that was distributed to all the firm's clients. I'd be happy to provide you with more details on the report if you would like.

If you forgot to mention any important information regarding your qualifications during the interview, include it in your thank you email.

Thank you for considering me for the business analyst position. I would be honored to be a member of your team, and look forward to hearing from you.

Sincerely,

[Your name]

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## LETTER REQUESTING A REFERENCE FROM A FORMER EMPLOYER

Dear Mr./Ms. [Name]:

I am writing to ask if you would be willing and have the time to write me a letter of reference this spring as I search for positions with local Internet companies. If so, it would be ideal to receive the letter from you by early March.

My goal is to work for a few years at an Internet start-up where I can build skills in search engine optimization and search engine marketing; I then intend to pursue an MBA. In the reference letter, I would ask that you speak to X and Y projects that I completed for you during my internship last summer and the ways in which I contributed to the team. I have attached my resume to this email and would be happy to provide you with any additional information that would be helpful.

At your convenience, please let me know if you would be able to write this reference letter for me. I look forward to hearing from you.

Thank you,

[Your name]

Don't assume that a former employer will be willing to write you a reference letter, and provide ample time for him/her to complete it—preferably two months.

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**LETTER ACCEPTING A JOB OFFER**

Verbal acceptance of a job offer does not constitute an official agreement; an official job offer includes an offer letter or contract that is signed by you and by a representative of the company.

Dear Ms./Mr. [Name]:

Thank you again for your phone call this morning offering me the editorial assistant position. I received the contract from human resources this afternoon, and have sent it back with my official acceptance. As we discussed, my start date will be April 5th.

It was a pleasure meeting everyone at XYZ company, and I am excited to join your team and start contributing to your work. I also feel strongly that this position represents a great growth opportunity for me.

Please let me know if you need anything else from me at this time; I look forward to seeing you again soon.

Sincerely,

[Your name]

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**LETTER REJECTING A JOB OFFER**

Dear Ms./Mr. [Name]:

Thank you for offering me the analyst position at TZE International, and for the time you've taken to meet with me and introduce me to your team over the last several weeks. I have been deeply impressed with everyone I've met and your company's work, and I believe the position is a good fit for my background and skills. After much consideration, however, I have decided to pursue other opportunities that are in better alignment with my long-range career goals. I wish you the best of luck in filling the position.

Kind Regards,

[Your name]

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## WITHDRAWAL LETTER

Dear Mr./Ms. [Name]:

Thank you for the opportunity to interview for the assistant editor position at ABC organization. I enjoyed learning about the wonderful work you're doing in the community, and the ways this job will facilitate your department's efforts.

After much deliberation, I would like to withdraw my application. While the position offers many exciting opportunities for me to learn and contribute, the external benefits of my current job are more closely tied to my long-term career aspirations. I am grateful for all the time and energy you and your staff put into this process. You have an amazing team, and I wish you the best of luck with your search.

Best,

[Your name]

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## RESIGNATION LETTER (SAMPLE 1)

Dear [Name]:

Give your manager in-person, verbal notice of your resignation first; then follow up with formal written notification.

I am writing to inform you of my resignation from XYZ company. **As we discussed earlier**, my last day will be three weeks from today.

Making the decision to leave was not easy. I've really enjoyed being a member of this department for the last several years and feel lucky to have been part of such a supportive team. You've provided me with many opportunities to grow professionally, and I can't thank you enough for that. I wish you and XYZ company all the best for the future.

Sincerely,

[Your name]

## **RESIGNATION LETTER (SAMPLE 2)**

Dear [Name]:

I am writing to follow up on our conversation earlier today and formally resign from my position at Abbott Services.

Thank you for the numerous opportunities for growth you've given me over the last four years. I've enjoyed working with you and getting to know you personally as well as professionally, and will miss being a part of your team. However, my career is heading in a different direction and I've realized that it is time for me to take on a new challenge. I appreciate your support of my transition and look forward to keeping in touch.

Regards,

[Your name]