

THANK YOU EMAIL ~ FOLLOWING INTERVIEW FOR JOB OR INTERNSHIP

SUBJECT LINE: Interview Follow-up & Thanks

Dear Mr./Ms. Last Name,

I enjoyed meeting you yesterday and learning more about your research and design work at PEG. Thank for the opportunity to interview for your process engineer position. My conversations with you and with the engineering team have confirmed my interest in the position as well as the company.

I want to convey my strong interest in joining your team. My education and internship experiences have prepared me for this role, and I am eager to apply what I've learned to help with your upcoming projects. I hope there will be an opportunity to continue our discussions.

Sincerely,
Your Name
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LETTER OF ACCEPTANCE

Your Street Address
City, State, Zip
DATE

First and Last Name
Title/Position
Employer Name
Street Address
City, State, Zip

Dear Mr./Ms. Last Name,

Thank you for your offer of employment as a Field Analyst with FAST Systems. I am pleased to accept your offer and I have enclosed the Employee Application that you requested.

To confirm my understanding of the offer, I am to begin work in the Brighton office on Monday, July 5, with annual compensation of \$40,000 plus benefits.

I look forward to joining FAST Systems and to making a solid contribution to your work.

Sincerely,

Your Signature

Your Name