Sample thank you letter after job interview

There are several kinds of interview thank you letters that you can write.

Here is a sample general interview letter:

Mr. ABC,

“Department name”,

“Company name” Ltd.

Dear Sirs,

I would like to thank you for the Job interview and the time we spent speaking about the job position in your organization yesterday.

I hope this small interaction may later translate into a fruitful professional relationship.

Please find enclosed a list of references that you requested. I look forward to hearing from you regarding your hiring decision.

[2 suggested sentences to include – And please edit according to your needs:

1. I trust you recognized my interest in the “job title”.

2. I look forward to being part of the R&D team and am confident that I will be able to be a highly efficient team player for making a positive contribution to the team’s goals.

(You may also consider including one of your resume objectives in the thank you letter.

In any case, boasting about your skills and experience in the thank you email/letter is not recommended.)

Again, thank you for your time, consideration and for all your efforts to arrange the interview.

Yours sincerely,

“Your name”