

THANK YOU EMAIL SAMPLES



Here are some thank you email samples that you can customize to your needs. Choose a template that suits the company culture. To be able to draft a great thank you email remember to [ask questions in your job interview!](#)

THANK YOU EMAIL TIPS:



Send the email as fast as possible – Hiring decisions are made quickly. This is why you should have an email sent within 24 hours of the interview.



Be specific – Include your name and the position you were interviewed for in both the headline and body of the email. Also include the name of the specific person/people who interviewed you.



Remind interviewers why you're so great – The email gives you a great chance to remind the company about your qualifications and what makes you such a great fit for the role.



Proof read your thank you email - This is a chance to show off so don't look unprofessional by failing to check for typos and other grammatical errors.

THANK YOU EMAIL KEY ELEMENTS:

1

1st – Thank the interviewer(s) for their time and courtesy shown.

2

2nd – Indicate that all the good things you learned about the company (your research), were re-confirmed during the interview and with other employees you met.

3

3rd – Re-affirm that you are confident and excited about the opportunity. Indicate that you feel qualified for the position.

4

4th – Re-thank them and ask them to call at any time or that you are waiting to hear from them the date established during the interview.

SAMPLE 1 – SHORT & SIMPLE

*Subject Line: Thank You **[Interviewer's Name]***

*Hello **[Interviewer's Name]**,*

*I sincerely enjoyed meeting with you yesterday and learning more about the **[position]** at **[company]**.*

*Our conversation confirmed my interest in becoming part of **[company's]** staff. I was particularly pleased to hear that **[insert]**.*

The job seems to be an excellent match for my skills and your requirements.

Please feel free to contact me if I can provide you with any further information. I look forward to hearing from you, and thank you again for the courtesy you extended to me.

*Sincerely,
[Your Name]*

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SAMPLE 2 – SHORT & SIMPLE

*Subject Line: Thank You **[Interviewer's Name]***

*Hello **[Interviewer's Name]**,*

Thank you very much for your time and consideration during our interview this morning.

*The position of **[position name]** presents a good match for your requirements with my qualifications. The **[task]** will take full advantage of my educations and skills in previous work. The **[skill]** I acquired in other industries will also be an advantage.*

*Thank you again for your time and consideration. I look forward to hearing from you **[at your earliest convenience or date established during interview]**.*

*Sincerely,
[Your Name]*

SAMPLE 3 - FORMAL

*Subject Line: Appreciate your time and advice, Mr./Ms. **[Interviewer's Last Name]***

*Dear Mr./Ms. **[Interviewer's Last Name]**,*

*I want to take a moment to thank you for taking the time to talk to me about the position of **[the position name]** with **[Company Name]** yesterday. It was truly inspiring to have such a meaningful conversation with someone who shares my approach to **[the type of business activities you discussed]** and to learn about your industry insights.*

*The information you shared about your future projects convinced me that this job is a perfect fit for my professional and personal interests and one where I could make a valuable contribution. I particularly enjoyed learning about **[specific information about the job the interviewer shared with you]** since **[the reason you found it interesting]**.*

*I was also thinking about what you said on **[the upcoming challenge your interviewers mentioned]**. In my current/previous role as **[your current position]** I found that **[a quick explanation of how you tackled a similar problem]**.*

Finally, please find attached the details of some of my projects we discussed and an exact documentation of their business impact.

Should you need any additional information from me that could assist with the decision-making process, feel free to contact me. I look forward to our call next week as discussed.

Thank you once again.

*Best regards,
[Your Name]*

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SAMPLE 4 - INFORMAL

Subject line: Great speaking with you!

*Hi **[Interviewer's Name]**,*

*I had a lot of fun learning more about the challenges ahead of the next **[the name of the position]** with **[Company Name]** yesterday! I'd be really excited to join your team and help **[bring more users/increase revenue/anything else you'd be doing]**.*

*I was thinking about what **[Interviewer's Name]** said regarding **[a specific issue the interviewer discussed]**. In my last role as **[the name of your current/previous position]** I found that **[a specific solution you used to tackle a similar problem]** is by far the most effective strategy. It helped bring an overall increase of X% in **[a specific metric in question]**. I hope that helps!*

Please feel free to contact me if you find you need any more information. I look forward to our call next week. Thanks so much again!

*Best wishes,
[Your Name]*

SAMPLE 5 - INFORMAL

Subject line: Great speaking with you!

*Hi **[Interviewer's Name]**,*

*Thank you so much for meeting with me today. I really enjoyed learning more about your career trajectory at **[Company Name]** and where you see the company going in the next couple years.*

*To follow up on our conversation about **[a specific issue one of the interviewer's discussed]**, I've attached a short deck I mocked up on my initial ideas for **[a specific solution you used to tackle a similar problem]**. Happy to discuss further if you see it being a helpful resource.*

*I can tell **[Company Name]** is a special place to work, and I would be thrilled to join such an innovative, hardworking, and passionate team of individuals. Please let me know if there's anything else I can provide to make your hiring decision easier.*

*Best regards,
[Your Name]*