

Sample Thank You Email

Dear Ms. (Name of Interviewer),
I would like to thank you for the opportunity to meet with you and the staff at the (Name of the organization) on (date).

Thank you for taking the time out to provide the details regarding the (Specific Title) position.

If there are any additional questions regarding myself, my experience or education, please feel free to contact me. I look forward to hearing from you.

Sincerely,
Your Name
Phone Number

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Good afternoon (Name of Interviewer),

Thank you for spending the time to interview me for the \_\_\_\_\_ position today. I enjoyed speaking with you, especially the part regarding \_\_\_\_\_. As a member of your team, I am confident in my abilities to further the organization goals as we discussed. Please contact me with any further questions regarding my qualifications.

Best wishes,  
Your Name  
Phone Number

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