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## Thank you letter templates after job interview

Dear (salutation),

Thank you again for taking the time to meet with me about the [job title] position with [name of company or organization]. It was a pleasure speaking with you, and I so enjoyed learning more about the role and about the company. I'm confident I'm a great fit, and I'm very excited about the opportunity. If you need any further information, please don't hesitate to ask.

Thank you again,  
[name]

Your Name  
222 Every Road, Any Town, AAI 1BB

Mr. Jane Smith  
ABC Company  
All Streets  
Any Town  
V1V 1Z2

(Date)

Dear Sir/Madam,

Interviewer for the position of NAME OF POSITION

Thank you for giving me the opportunity of a first and second interview with COMPANY NAME due to the position of JOB ROLE.

I am very interested in the role that we have been discussing at both interviews and would really like to work for COMPANY NAME. As we have discussed, I feel that my skills and experiences are what COMPANY NAME and role need. My skills exceed over greatly and I feel that I have some potential on how to develop the role and help build the business.

Since the first interview, I have looked further into the role and your company further and find that I could bring X,Y and Z to the role that would help to drive business further. I think if you agree, joining your business is at a very exciting time and if you feel my skills are right for this role, I would be very happy to make this work.

Finally, I would like to thank you once again for all the time that you have taken interviewing me and showing me around your business, I am very grateful for such a thorough insight.

Should you have any further questions, please do not hesitate to contact me.

I look forward to hearing from you in due course.

Yours sincerely

NAME SURNAME

### Sample Rejection Letters

#### INTERVIEWED

Date

Address

Dear John:

Thank you for taking the time to interview for the position of \_\_\_\_\_ . We appreciated the opportunity to discuss the requirements of the position and learn more about your qualifications.

It is always difficult to choose among the many qualified applicants whom we interview. However, we regret to inform you, after careful consideration, we have selected a candidate that more closely matches our requirements for this position. We will keep your resume/application on file for one year, should another position become available.

Thank you again for your interest in (Company Name). We wish you every success in your career pursuits.

Sincerely,

Dear Dr./Mr./Ms. Last Name:

I appreciate your taking the time to speak with me a second time regarding the position of Staff Nurse. Thank you for your continued interest in the skills I believe I would bring to your organization.

My nursing experience is extensive, and as we discussed at length during our meetings, I have worked in several environments very strongly similar to yours. I feel that I would fit in well, and be an asset to your staff.

It was a pleasure to meet with you, and I appreciate your continued consideration as a candidate for this position. I am looking forward to hearing from you soon.

Regards,

Signature (hard copy letter)

Your Name

