



Interview Thank You Email - Template

Dear NAME,

Thank you so much for the opportunity to speak with you today regarding the <Name of Position> position with <Name of Company>. I appreciate your time and the information you shared. I really enjoyed our discussion about <add a discussion topic or something new that you learned from the interview and a recap of your point of view>.

The position sounds exactly like what I'm looking for <add here what makes it ideal for you. For example: "working with other creative and passionate professionals to deliver innovative solutions">. I'm confident that with my experience in <add here the most relevant experience / accomplishment> I will be able to make a positive impact and contribute to the success of <Name of Company>.

Thanks again for <meeting / speaking> with me today, I look forward to next steps and would be happy to answer any other questions you might have.

Best Regards,
<Your Name>
<Your Phone #>