

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Recipient Name]

[Title]

[Organisation]

Subject: Thank you

Dear [Recipient Name],

I wanted to write to thank you sincerely for [WHAT THEY DID — e.g. taking the time to interview me on DATE, your support with PROJECT, your generous assistance with MATTER].

[ONE OR TWO SENTENCES MAKING IT PERSONAL AND SPECIFIC — what you appreciated, what it meant, or what you learned. Specificity is what makes a thank-you letter memorable.]

[IF RELEVANT — A FORWARD-LOOKING LINE: e.g. I remain very enthusiastic about the role and the team; or, I look forward to continuing our work together; or, please don't hesitate to call on me if I can ever return the favour.]

Thank you once again. It is genuinely appreciated.

With best regards,

[Your Name]

[Phone] · [Email]