# **Thank you e-mail after Interview**

To Recipient

Recipient’s e-mail

Subject

Re:

Cc:

Dear **XXXX**,

I am writing to thank you for taking the time to interview me on **[DATE]** and to confirm my interest in the **[NAME OF POSITION]**job.

I was really impressed with the company and the job and, as I explained in the interview, I think I’d be well suited to the role.

**[At this stage you could do a few bullet points to show the key skills you have that fit the job]**

I look forward to hearing from you once you reach a decision. In the meantime, if you have any questions for me at all please do not hesitate to call me on **[YOUR NUMBER]**.

Kind regards,
**[YOUR NAME]**