

Follow-up/Thank You Letters

A thank you or follow-up letter may be one of the most important letters you will write during your job search. It is a way of showing your appreciation for being given an interview and, in some cases, accepting or declining an offer. Most important, it is another way of further marketing yourself and impressing potential employers.

Thank you letters are usually personal and express your sincere interest in the position and the organization. They expand upon your qualifications, illustrate examples of your work and further develop topics discussed in the interview. Customize your letter to meet each individual situation. Few individuals remember to send letters, so this will set you apart!

Suggestions for Writing Thank You Notes

- Address the letter to the key person(s) with whom you interviewed.
- You can send individual notes to several people or one to a manager or team leader mentioning multiple names.
- Be personal, specific and sincere. Express appreciation for their time and consideration.
- Restate ideas or examples you shared in the interview that were well-received.
- Confirm the employer's or your follow-up action (if any).
- Provide any additional information that might have been requested during the interview.
- Reiterate your interest in the position. Tell them what impressed you about the organization.
- As always, proofread for errors.
- Within 24 hours of the meeting/interview, you can send a brief thank you email or LinkedIn message. Follow up with a longer thank you note or letter.

Sample Thank You Letter

You can send a card or letter as well as an email. Use this format if mailing a letter.



Your Name
Street Address
City, State Zip Code

Date

Name of Interviewer(s), Position/Title of Interviewer(s)
Name of Company/Organization
Street Address
City, State Zip Code

Dear First Name Last Name Interviewer:

I appreciated the opportunity to talk with you on (date). The information you shared with me about (company name) was excellent, and I am excited about the possibility of applying my education to the position (identify the position) we discussed.

I am confident that my education, skills and experience provide me with a solid foundation for the position of (identify the position). I feel I can be an asset to your organization.

Thank you once again for the opportunity to learn about your organization. If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Typed Name

Be specific and include date, name of company and the position for which you applied.



Sample Letters to Accept or Decline a Job Offer

Accepting a Job Offer

If you are offered a job, the employer will more than likely request a letter of acceptance. This letter should refer to the offer letter or telephone conversation stating that you accept the offer at a specified salary and starting date.

You may express your eagerness to join the organization and confirm any instructions for travel and where to report.

Only sign the document with the most updated information after you have finished your negotiation. Always ask to have the most updated information in writing.

Dear Ms. Holt:

As a follow-up to our conversation on April 1, 20XX, I would like to confirm my acceptance of your employment offer. The position of Environmental Analyst will provide exactly the kind of experience I have been seeking. I feel very confident that I can make a significant contribution to the city of Los Angeles, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work on Monday, June 30, 20XX. I understand that I will have a starting salary of \$XX,XXX. Again, thank you for your offer. I will keep in touch as my start date nears.

Sincerely,

(Your signature)

Declining a Job Offer

Should you decide not to accept a job offer, a thank you letter is mandatory and should be sent as soon as possible. State that you are removing yourself as a candidate for consideration. Indicate your appreciation of the offer and the time invested in your interview.

It is recommended to contact both the HR manager/recruiter and the hiring manager to let them know of your decision.

Dear Dr. Little:

Thank you for meeting with me on Friday to discuss the opportunity for employment within your Research and Development Department. The enthusiasm and warmth of the Clingenix people I met during the interviews impressed me, and the position would be very challenging.

However, while I appreciate your generous offer, after considerable thought, I have decided to decline the position. I have accepted a position elsewhere that I feel is better suited to my long-term career goals. Again, thank you for your time and consideration.

Sincerely,

(Your signature)