Thank You Email Template

*Sending an email of gratitude after a job interview is a step often missed in the job application process. A well-crafted thank you note/email only shows your appreciation for the opportunity but also reinforces your interest in the position. Most do not follow up after the interview process, so it has the potential to leave a lasting impression on the interviewer.*

*You may copy and paste the information below into your email as provided.*

**Subject Line:** Thank You for the Interview

**Email Body:**

Good day (**insert name if you have it**),

I wanted to take a moment to extend my sincerest gratitude to you for taking the time to meet with me on (**Day**). I appreciate the opportunity to discuss the (**job title)** position with you in depth and to learn more about your team.

Learning more about the position along with the values and goals of the organization confirmed my interest and desire to join such a dynamic team. Our conversation truly reinforced my enthusiasm for this role and how my skills in (**mention a key strength or relevant experience**) and experience align with the needs of the business. I must say I am especially eager about (**XYZ you learned from the interview**), and I would love the opportunity to contribute to (**Company’s name**)’s success and growth.

Thank you once again for considering my application. I look forward to the possibility of joining the team and I am available for any further questions you may have. Please feel free to contact me at (**insert contact information**).

Best Regards,

Your Name.