

Thank You Letter

Your Address Your City, State, Zip

Date

Name of person you interviewed with Name of Company / Agency City, State, Zip

Dear _____ (Interviewer's Name):

Thank you for the opportunity to interview for the ______ position today. I enjoyed speaking with you to learn more about (*Company Name*). I am very interested in the position and the opportunity to join your team. As discussed, I am confident that my (*skills that relate to the job*) skills meet the company's (*or agency's*) expectations and I will be a great asset to (*Company Name*).

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need additional information. I look forward to hearing from you next week (or whenever they said they would be in touch) and I hope to join your staff soon.

Best Regards,

(Your signed name)

(Your typed name)

Email <u>dersreentry@azdes.gov</u> to connect with an employment specialist. You can also Schedule a Virtual Appointment to meet with an employment specialist from our DES website <u>https://des.az.gov/services/employment/job-seekers</u>

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