

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