

FOLLOW-UP LETTER AFTER INTERVIEW

Recipient Name: _____

Position / Title: _____

Company: _____

Sender Information:

Full Name: _____

Address: _____

Phone/Email: _____

Opening Salutation:

Dear [Recipient Name],

Paragraph 1 – Thank You for the Interview:

I am writing to express my sincere gratitude for the opportunity to interview for the [Position Title] position at [Company]. I appreciate the time you and your team took to discuss how my skills and experiences align with your needs.

Paragraph 2 – Reaffirm Interest and Fit:

After our conversation, I am even more enthusiastic about the possibility of contributing to [Company]'s goals and growth. I believe that my background in [relevant skills or experience] makes me a strong candidate to add value to your team.

Paragraph 3 – Additional Information or Clarifications:

Please do not hesitate to contact me if I can provide any additional information or clarify any points from our interview. I remain available at your convenience for any further discussions or next steps.

Paragraph 4 – Closing:

Thank you again for considering my application. I look forward to the possibility of working together and contributing to the continued success of [Company].

Closing Salutation:

Sincerely,

Signature Line:

Sender Full Name:

[Your Full Name]

Sender Contact Information:

[Your Phone Number] | [Your Email Address]

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Sender Signature

Date

Signature: _____

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