

RE-ENTRY EMPLOYMENT SERVICE PROGRAM

Reducing recidivism through employment



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)