

Thank You Notes

Thank You Note Example

Dear Mr. Smith,¹

The first sentence of your letter should address why you are thanking the recipient. In the next sentence, discuss the direct impact or significance of what you are thankful for. If sent after an interview, you may want to re-state your interest in the position.

You may compliment the professional if you think it is appropriate, but this is not always necessary. However, in this paragraph you should allude to the future - e.g. "I look forward to hearing from you soon." Reiterate your thanks in the last sentence.

Sincerely,

Emily

¹ Address the professional by their title and last name. If addressing the note to more than one person, make sure to include every person in the greeting line (title and last name). Never use "To Whom It May Concern."

Thank You Notes

Thank You Note Basics

Promptly Send Your Letter

It is of the utmost importance to send your thank you note as soon as possible. The more time that elapses from your interview/event and the date the note is received, the less memorable the note will be for the business professional.

Choosing a Format

In most instances, it's preferable to send a note card, as opposed to an email. If for whatever reason the recipient's mailing address is not available, email may be your only option. You may wish to tailor the subject line to include information specific to your business relationship or what the thanks is for-- e.g., "Thank you for your consideration of my application."

Handwritten notes are much more personal and they are preferred if you are thanking a business professional for an interview. If you choose to hand write your thank you note:

- Choose a card that is simple and sophisticated. To order personalized note cards, go to www.vistaprint.com.
- Consider your handwriting abilities. If you are unsure of the clarity of your handwriting, show a sample to a friend.
- Always proofread your note before you send it!

See reverse side for example of a thank you note.

Addressing an Envelope

Your Name Your Street Address City, State Zip	Stamp
Recipient's Full Name Company Company's Street Address City, State Zip	