



youth job search program

www.job-first-steps.net

An Example Thank You Letter To A Job Referee

The screenshot shows an Outlook email composition window. The ribbon at the top includes 'Message', 'Insert', 'Options', and 'Format Text'. The 'Format Text' ribbon is active, showing options for font size (11), bold (B), italic (I), underline (U), text color (A), background color (ab), bullet points, numbered lists, indentation, and alignment. There are also buttons for 'Names', 'Include', 'Options', 'Spelling', and 'Proofing'. The email fields are filled with: 'To...' as 'Tony@XYZ.com.ik', 'Cc...' as an empty field, and 'Subject:' as 'Thank you!'. A 'Send' button is on the left. The email body contains the following text:

Dear Tony,

I just wanted to write and thank you for agreeing to act as a referee for me while I was applying for the Sales Consultant role. I am really pleased to say I got the job and will now be working full-time with ABC Company!

I appreciated the advice you provided me and really look forward to taking the next steps into my professional career. I'll be sure to keep in touch with you and catch up again soon.

Once again, thanks for your time and willingness to be part of my professional network!

Kind regards

Jo Citizen

+61 555 555 555