



An Example Thank You Letter To A Job Referee

youth job search program

www.job-first-steps.net

The screenshot shows an email client window with a ribbon menu at the top containing 'Message', 'Insert', 'Options', and 'Format Text'. Below the ribbon are various toolbars including 'Clipboard', 'Basic Text', 'Names', 'Include', 'Options', and 'Spelling/Proofing'. The email header fields are filled with: 'To...' containing 'Tony@XYZ.com.ik', 'Cc...' which is empty, and 'Subject:' containing 'Thank you!'. A 'Send' button is visible on the left. The main body of the email 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