

Letter of Gratitude for Recruitment Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for your assistance during my recent recruitment process. Your support and guidance have been invaluable to me.

The insights you provided about the company culture and the role itself helped me to prepare thoroughly and boosted my confidence. I truly appreciate the time you took to address my questions and share your experiences.

Thanks to your efforts, I feel that I have made a positive impression and I am hopeful about the opportunity to work with such a talented team.

Once again, thank you for your assistance. I look forward to the possibility of collaborating in the near future.

Warm regards,

[Your Name]