

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for your assistance in facilitating my job placement at [Company Name/Position Title]. Your support and guidance throughout the hiring process made a significant difference in my journey.

The opportunity to work with such a talented team is truly exciting, and I appreciate your belief in my abilities. Thank you once again for your invaluable help and for being a part of my career advancement.

Looking forward to staying in touch!

Warm regards,
[Your Name]