

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. It was a pleasure to meet with you and learn more about the innovative work being done at your organization.

Thank you for discussing the role and the team with me. I am very excited about the possibility of contributing to [specific project or initiative discussed during the interview] and am confident that my skills in [your relevant skills/experience] will be a great match for your team.

Once again, thank you for your time and consideration. I look forward to the possibility of working together and contributing to the success of [Company Name]. Please feel free to reach out if you need any more information from my side.

Warm regards,
[Your Name]