

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Mentor's Name]

[Mentor's Title]

[Mentor's Company]

[Company Address]

[City, State, ZIP Code]

Dear [Mentor's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for your support and guidance in referring me for the [Job Title] position at [Company Name]. Your belief in my abilities and your willingness to recommend me truly made a difference in my job search.

I appreciate the time you took to discuss my qualifications with your connections and the insights you shared about the industry. Your mentorship has been invaluable, and I feel fortunate to have had you in my corner during this process.

Thanks to your support, I am excited to share that I have been offered the position! I am looking forward to starting this new chapter in my career and can't thank you enough for your role in making it happen.

Please let me know how I can return the favor in the future. I hope to keep in touch and perhaps collaborate on projects that align with our interests.

Thank you once again for everything.

Sincerely,

[Your Name]