Dear Mr. or Ms. _____, ...and spell their name correctly!

Decide what you are going to say before you start writing. If you make an error, then rewrite the entire note.

Sincerely, ...and sign your name

Date in top right corner

Business Thank-You

It's good business to send a thank-you note for the courtesy of an interview, for referrals or opportunities, for above-and-beyond work done for you, for mentoring and many other professional situations. After an interview, a gracious thank-you card can distinguish one candidate from another. More generally, it makes the sender memorable, leaving a positive impression and paving the way for a lasting business relationship.

Examples

• “Thank you so much for inviting me to interview for your open account specialist position. I truly appreciate the time you took to talk with me about this opportunity and the company. I enjoyed learning more about your work group and how I might fit into that team. Please don’t hesitate to contact me with any follow-up questions you might have. I hope to talk with you again soon.”

• “Thank you for your invaluable mentoring these past three months. I've had fun getting to know you better, and I've learned so much from talking with you and seeing how you work. You are amazing at what you do! I'm grateful to have had the chance to work with you so closely.”

• “I can't thank you enough for advising me to send my resume to your colleague Dana Evans. I now have an interview scheduled with her next week to discuss some freelance work, and I'm really excited about the assignment she's describing. It was very kind of you to refer me to her. I hope I can find a way to return the favor soon!”

Writing tip: In business communication, it's all about relationships—establishing them, keeping them strong and making them work for you. Sending a written thank-you is a standout way to do all those things!

Dear Martha,

Thank you so much for creating such an excellent tutorial on paper snowflakes it was all your attention to detail is exemplary. How our team can create snowflakes to beautify Wilke during the upcoming holiday season! Thanks again for the great work!

Sincerely,

Very truly yours,

Iona Bea

November 20, 2007
Business Thank-You

Thank you notes are mandatory and expected in some situations. A recent survey by CareerBuilder.com found that:

- Nearly 15 percent of hiring managers would reject a job candidate who neglected to send a thank you letter after the interview
- 32 percent said they would still consider the thankless prospect but that their opinion of him or her would diminish

If you mail your thank you note (recommended), be sure to use the correct format when addressing the envelope. Get the correct address from the company website or business card.

YOUR mailing address:
Name
Street Address
City, State, Zip code

Mary Jones
201 Aberdeen Pky
Peachtree City, GA 30269-1422

THEIR mailing address:
Name
Business Name
Street Address
City, State, Zip code

JOHN SMITH
1234 MAIN ST
NEW YORK NY 16428-2888

stamp