Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Company

Address

City, State, Zip Code

Dear [Name of Addressee];

Greetings!

Thank you for the opportunity to speak with you [past date] regarding the [job vacancy] position with [name of company]. It was a pleasure to speak with you regarding the possibility of my employment, and I enjoyed learning more about the roles that I may have to take at the company. During our conversation, I found that I am confident that my skills and experiences will contribute positively to the team.

I am looking forward to the possibility of joining you and your team, and I would greatly appreciate a follow-up as you move forward with your company’s hiring process. Should you need any more information regarding my application, please do not hesitate to communicate with me via phone or email.

Once more, thank you for the opportunity, and I look forward to hearing from you soon.

Sincerely,

[Your Name and Signature]