



# InterviewPenguin.com

## Your Best Job Interview Coach Since 2011

### **Interview follow-up letter sample**

Dear Mr. Jenkins, (always include the name of the person, you should know their name after the interview. Formulations like “Dear HR Manager” are acceptable only if you are sending the follow-up letter to another person from the company).

I want to thank you for a chance to interview for sales manager position in your company, and for your professional approach in an interview (small honest compliment is never bad, use another formulation if you want).

After the interview with you, I am really motivated to work for your company. I like the vision, the goals and ideas, as well as the working environment in your place. I also believe that I fit well into the team of people who work in your sales department right now (show motivation, point out specific things so your words sound authentic).

Please, let me know your decision as soon as possible. I am open to any options of co-operation with your company, now, or anytime in the future (keep the doors open, just for a case they'd choose someone else for this particular job; maybe they will offer you another one).

Best Regards

Jenni Retkinson

0002398348388434

jennir@tenmail.com (include both phone number and email, make it easy for them to contact you)

Source and more interview follow-up ideas: <https://interviewpenguin.com/follow-up-letter-after-interview/>