

Phone 866.504.IPRO (4776)

## Sample Letters Kit



Recruiting Redefined.

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## The Thank You Letter

It is always a good idea to send a short note of appreciation to thank the employer or interviewer for their time. Reiterate your interest in the position and the company as well as your ability to do the job. Be sure to mail your correspondence the following day. This is a good way to keep your name current in the interviewer's mind. The following is a sample thank-you letter that you can adapt to fit your specifics:

### 1. ADDRESS LINE

The full company name and address (no abbreviations) as well as the full name of the interviewer and his/her complete title.

### 2. SUBJECT LINE

"Re: Interview for the Position of (title) on (date)." This illustrates the content of the letter.

### 3. GREETING

"Dear Mr./Ms. (last name):"

"Miss" or "Mrs." should not be used unless you are sure that person does so. Do not use a first name in the greeting unless you have established a strong rapport.

### 4. OPENING

a) "It was a pleasure meeting with you (day) to discuss the opening in (department) with (company)."

b) "I appreciated meeting with (name) and yourself in your office on (day) to discuss the (title) position with (company)."

c) "Thank you for taking the time to see me regarding the opening in (department)."

### 5. BODY

a) "From our discussion, and the fine reputation of your organization, it appears that the (title) position would enable me to fully use my background in \_\_\_\_\_"

b) "I was particularly impressed with the professionalism evident throughout my visit. (Company) appears to have the kind of environment I have been seeking."

c) "The atmosphere at (company) seems to strongly favor individual involvement, and I would undoubtedly be able to contribute significantly to its goals."

### 6. CLOSING

a) "This is an exciting opportunity and I look forward to hearing your decision very soon."

b) "The (title) position and (company) are exactly what I have been seeking. I hope to hear from you in the next week."

### 7. SALUTATION

a) "Sincerely,"

b) "Very truly yours,"

c) "Best Regards,"

## The Resignation Letter

Informing your current employer of your resignation requires tact and discretion. If they inquire as to whom your new job is with, it is best to tell them that you cannot disclose that information until your new employer announces it within their organization. The following sample letter is suitable correspondence to announce your resignation.

Dear \_\_\_\_\_:

Please accept this letter as my formal resignation as (title) for (company) to become effective as of (date). I have accepted a position in (location).

I believe this position will offer me more challenge and opportunity for advancement as well as allow me to broaden my own experience and knowledge.

I want to take this opportunity to thank you for your time and efforts in my training and development during the past (time). The support and concern shown by you and the rest of the management team has been deeply appreciated.

I leave (company) with no animosity or ill will and wish you and your company continued success.

My decision is irrevocable. I am not trying to use this opportunity to leverage my financial situation with (company) and any counteroffers extended by you and/or (company) will be rejected.

Sincerely,