Your street addressYour City, State and Zip Code

Date of the letter

Name of the RecipientJob Title of the RecipientName of the EmployerEmployer's Street AddressEmployer's City, State and Zip Code

Dear Mr. /Ms. Last Name:

Thank you very much for referring me to the [Job Title] position at [Employer Name]! I interviewed for the job today [or yesterday or the date] with [Name and Job Title], [Name and Job Title], and [Name and Job Title] at [location, if relevant].

I think the interviews went well, and I enjoyed the opportunity to learn more about [Employer Name]. I look forward to the next steps in the hiring process. [Name] told me that they would be in touch in [timeframe]. If you would like, I will keep you posted.

Again, thank you for your help. I greatly appreciate your assistance.

Best regards,

[Your name]
[Your tagline, like "eCommerce Customer Support Specialist"]
[Your job search email address]