

THANK YOU LETTER

A thank you letter does not need to follow any specific form. The letter should be a sincere thank you for anything that a person does for you. You may have a class speaker, or you may have been given the opportunity to interview with someone. Regardless, it is always professional to send a thank you.

You may send a thank you card or you may send a letter.

It is always professional to talk about what inspired you in an interview or may have impressed you or to talk positively about the company. Here are three examples to help get you started.

THANK YOU LETTERS

When writing a thank-you letter, the letter comes from you personally in your own words. It is the least formal letter you will write, but this does not mean that it can have any errors.