

Sample Thank You Note

- 1) Informal format:
 - no header
 - date and signature on right side

- 2) Starts off with complement and states appreciation later on

□ □ □ □ □ □ □ □ *June 19, 20--*

Noel,

□ *I enjoyed talking with you during the interview for the technical writing internship yesterday. You made the responsibilities of the position clear, and I am confident that I will be able to meet the production deadlines. I am excited to have an opportunity to work with and learn from talented professionals. And I thank you for taking the time to meet with me. I hope to hear from you soon.*

□ □ □ □ □ □ □ *Sincerely,*

□ □ □ □ □ □ □ *Ana*

□