

## **CHAPTER 13**

### **COURTESY LETTERS**

## SAMPLE THANK YOU LETTER

1633 Numeric Circle  
Green Bay, WI 54311  
December 10, 2008

Mr. Richard Smith, Human Resources Manager  
Accurate Data Incorporated  
708 S. Washington Street  
Green Bay, WI 54301

Dear Mr. Smith:

Thank you for the interview we had today. I appreciated touring your company and meeting your network operations staff. The network technician position greatly interests me.

I am an excellent candidate because I am able to design and configure networks, install hardware and software components, maintain network performance, and would provide your team with quality work. I am hardworking, conscientious and dependable, and my past employment background check will verify these traits.

I would absolutely enjoy working for Accurate Data Incorporated. My cell phone number is 819-9999. Please contact me as soon as you reach your hiring decision.

Sincerely,

Madalyn S. Bostick

### THE THANK YOU LETTER

Immediately after every interview, it is very important and courteous to send a thank you letter to the interviewer for taking time to interview you. If it had not been for that person, you may never have had the opportunity to discuss your qualifications with that company.

A brief description is provided indicating the type of information to include in each paragraph of the thank you letter. On the lines provided, prepare your paragraphs.

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date \_\_\_\_\_

Name of Person, Title \_\_\_\_\_

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dear \_\_\_\_\_

The first paragraph should thank the person for the interview. Include the date of the interview. Tell the person what you learned about the company and job that impressed you most.

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The second paragraph should indicate your feelings about how you perceive your capabilities to perform the job description discussed. Relate to some previous education, work experience and/or military experience that will again emphasize your worth to the company. State that you really want the job and can excel at all responsibilities included.

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**The Thank You Letter (cont.)**

The final paragraph should include your telephone number and when you are available to be contacted. State that you hope the person selected is you because you feel you would be an asset to the company.

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Sincerely,

\_\_\_\_\_  
Sign your name here

\_\_\_\_\_  
Type your name here

NOTE: Each thank you letter or letter accepting/rejecting a job should have two inch side margins and begin two inches down from the top of the page.

## **LETTER ACCEPTING A JOB OFFER**

1633 Numeric Circle  
Green Bay, WI 54311  
December 17, 2008

Mr. Richard Smith, Human Resources Manager  
Accurate Data Incorporated  
708 S. Washington Street  
Green Bay, WI 54301

Dear Mr. Smith:

Thank you for offering me the network technician position with Accurate Data Incorporated. I accept your employment offer and I will report for work on Monday, January 5, 2009.

Sincerely,

Madalyn S. Bostick

## **LETTER REJECTING A JOB OFFER**

1633 Numeric Circle  
Green Bay, WI 54311  
December 17, 2008

Mr. Richard Smith, Human Resources Manager  
Accurate Data Incorporated  
708 S. Washington Street  
Green Bay, WI 54301

Dear Mr. Smith:

Thank you for granting me an interview to discuss the network technician employment opportunity with you and for your recent employment offer.

Due to a change in my plans, I am unable to accept your offer at this time. I'm sure I would have enjoyed the opportunity to work for Accurate Data Incorporated and will keep you in mind as I gain work experience for possible future employment.

Sincerely,

Madalyn S. Bostick