**Example One**

Dear (Hiring Manager’s first name),

Thank you for taking the time from your busy schedule to meet with me (today, yesterday, Tuesday, etc.). It was great to discuss career opportunities in (respective industry) with you! Your comments were insightful and gave me lots of ideas for my ongoing job search. I’m excited to follow up on your suggestions to (whatever they may have suggested during the interview).

It was especially exciting to talk to you about (reference a highlight from the conversation you had).

Again, your suggestions and time are so appreciated, and I hope to chat again soon! Please let me know how if there is a way I can return the favor, now or in the future. It’s great to meet others who have as much of a passion for operations and human resources as I do.

Regards,
(Your name)

**Example Two**

Dear (Hiring Manager’s first name),

I appreciate having the opportunity to speak with you (today, yesterday, Tuesday, etc.) about the (job title) position at (company name). After our conversation, I’m very excited about this opportunity. I believe my skills and interests are a perfect match for this role.

I am particularly interested in (an aspect of the job or hiring organization).

(Add a personal note, specific to the conversation or share a link to something you mentioned in conversation, like your personal website or portfolio.)

I appreciate the time you took to interview me (today, yesterday, Tuesday, etc.), and I look forward to having the opportunity to meet you in person.

If you need any additional information from me, please feel free to contact me at any time! I have a wide range of operations and human resources references that I would love to share with you.

Again, thank you for your time and consideration.

Sincerely,
(Your name)

**Example Three**

Dear (Hiring Manager’s first name),

Thank you, again, for the time you spent with me (today, yesterday, Tuesday, etc.). I really enjoyed meeting you and exploring how I might be able to assist (company name) as the new (job title).

After our conversations, I am even more confident that this position is a job I would enjoy, as well as one where I can be successful and make a valuable contribution.

I am particularly excited about (an aspect of the job, a particular challenge discussed, or a note about the organization).

(Add a personal note that is specific to the conversation or share a promised resource, like your portfolio or a reference.)

You mentioned that the decision on this position will be made in (time frame provided by the employer). In the meantime, if there is any additional information you need from me please let me know and I’ll send it over to you!

Again, I appreciate the chance to interview with (company name) and am grateful for the time you spent with me.

Sincerely,
(Your name)