

Formal letter format for printed or emailed thank you note

Subject: Appreciation for Phone Interview

Dear [Interviewer's Name],

I am writing to formally express my gratitude for the opportunity to interview with you via phone on [date] regarding the [Job Title] position at [Company Name]. Our discussion provided me with valuable insights into the expectations and vision for this role.

I am confident that my professional background, particularly in [specific expertise], would allow me to contribute effectively to your team. Thank you again for considering my application.

I look forward to the possibility of working with [Company Name].

Respectfully,

[Your Name]

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