Interview follow-up thank-you email

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Thank you - [Job Title] interview on [Date]

Dear [Interviewer's Name],

Thank you for taking the time to speak with me yesterday about the [Job Title] role. I enjoyed learning about [specific topic discussed, for example, how the team plans its quarterly launches].

Our discussion on [the specific challenge] made me even more interested in the role. It is close to the work I did on [relevant experience], and I think I could help the team with it.

If it is useful, I can send the sample [report / portfolio / code] I mentioned. Please let me know if you need anything else from me.

Thank you again for your time. I look forward to hearing from you about the next steps.

Regards,
[Your Name]
[Phone]