

Pro-Active Human Resource Management – Sample letters

Follow up thank you letter after an interview

Andrew Forward
122 West Coast Highway
Scarborough WA 6019
PH: 9 3222 5555

4 October 2006

Mr Adrian Prescott
Ravenswood Engineering
A Division of Norwood Industries
22 Harris Street
O'Connor WA 6163

Dear Mr Prescott

Thank you for meeting with me yesterday regarding the Senior Engineer appointment.

I appreciate the time you spent with me discussing your plans for expanding and updating your engineering division to pave the way for exporting your products.

Your organisation as you have described it, sounds like one with an exciting period of growth ahead and I would consider it a privilege to be part of your team to help you achieve your current and future corporate objectives.

I look forward to hearing your final decision regarding the appointment by Thursday 10th October, as discussed.

Yours sincerely, (or regards)

Andrew Forward