



# THANK YOU LETTER GUIDELINES

## Send a thank you letter when someone has:

- Interviewed you
- Provided you with information
- Recommended you in any way
- Referred you to someone else
- Rejected you (opportunity to reaffirm your interest in the firm)
- Anyone else who has helped you with the search

## Your thank you letter should be:

- Sent within 24 hours
- BRIEF
- Personalized and sincere to each employer
- PROOFREAD
- Printed on high quality paper or written on a simple note card.

*If you interviewed with more than one person at a company, send each individual a customized thank you!*

## Frequently Asked Questions:

*I thanked them in person, why write a letter?*

- Shows the employer you are sincerely interested in the position and company
- Good etiquette
- Demonstrates how you respect, appreciate, and treat others

*When should I send the letter?*

- IMMEDIATELY
- Within 24 hours to be fresh in their mind and before a decision has been made

*Email or snail mail?*

- Personal decision
- Email is beneficial because it is fast
- Snail mail shows additional effort
- Sending an email immediately and following up with a letter is also appropriate

*Typed or Hand-written?*

- Personal decision
- Handwriting is rare and may leave a positive impression
- Always type if you have poor handwriting

*How important is a thank you?*

- VERY!
- May set you apart from other candidates
- Leaves a lasting impression
- Opportunity for networking and establishing a contact

## Outline of a Thank You Letter

Your Address  
City, State, Zip Code

Date

*Note: You can also cut and paste the header of your resume here to create the look and feel of stationery. Example:*

**MARCIA MARKETING**  
11 Beacon Street, Boston, MA 02110  
(617) 123-4567 • mmarketing@babson.edu

(Mr. / Ms.) Employer Name  
Employer Title  
Company Name  
Company Street Address  
City, State, Zip Code

Dear Ms./Mr. (Employer's Last Name):

Thank the interviewer or the person who has referred you for his/her time and effort. Reiterate your interest in the position, the company, or the industry. Re-emphasize a skill or strength.

Reflect on the conversation that you had and relate the information that you were able to gather– show off your listening skills! Refer briefly to the conversation you shared and perhaps how it has impacted you.

Again, thank the individual for his/her time (or referral). Tell him/her you look forward to speaking again in the future.

Sincerely,

Your name typed (signed above)

# Job Search Etiquette Letters

## Acceptance Letter Guidelines

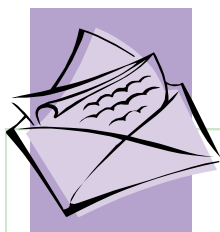
When should I send an acceptance letter?

- Though not always required, a letter of acceptance can be sent as a follow-up to a verbal acceptance of an offer.
- Typically a formal offer is accompanied by a letter which requires the candidate's signature as an acceptance of the position. In the absence of a required signature, an acceptance letter will serve as an official acceptance of the position.
- This can also serve as a thank you letter once the entire hiring process is complete and is a detail that is sure to be appreciated by the employer.



What should be included in the acceptance letter?

- The opening paragraph should state why you are writing (to accept a position) and refer to the specific title, department, and office location, if applicable, of the position you are accepting.
- Your next paragraph should reiterate your enthusiasm for the position and confirm your start date.
- Thank the employer for the opportunity.
- Finally, provide your contact information for the period between now and when you will start to work so you can be contacted with any relevant information or paperwork.



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## Withdrawal Letter Guidelines

When should I send a letter of withdrawal?

- Once you accept a position (written or verbal), you should withdraw from all other job opportunities.
- This can be done with a simple letter written to the hiring manager.

Why do I need to send a letter of withdrawal?

- A letter of withdrawal is an opportunity to show an employer that you are sincere and appreciated their time.
- It is a good chance to show them you've landed a good position and might be a worthy candidate in the future.
- Please note that if you have established a rapport with the company and they have invested time and money in your candidacy, all correspondence should be initiated via telephone. The letter can then serve as official confirmation.

What should I include in a letter of withdrawal?

- The opening paragraph should state why you are writing (to withdraw your application).
- Your next paragraph should explain that you appreciate their consideration but have recently accepted another position. Be specific. Let them know exactly what you will be doing and why it is a good fit for you.
- Thank the contact for their time.