

Blank Follow-Up Letter Template for Job Interviews

Your Name

Enter your name

Your Address

Street address

City, State Zip

Date

MM/DD/YYYY

Recipient's Name

Hiring Manager's name

Recipient's Title

Title (e.g., Hiring Manager)

Company Name

Enter company name

Company Address

Street address

City, State Zip

Greeting

Dear Mr./Ms. [Last Name],

Letter Body

Type your follow-up message here(Example: Thank you for the opportunity to interview for the [position title]

Closing

Sincerely,

Your Name