

# Post-Interview Thank You Email

Send within 24 hours of your interview to reinforce your interest and stand out from other candidates.

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## EMAIL SUBJECT LINE

Thank You — [Job Title] Interview — [Your Full Name]

## EMAIL BODY

Dear [Mr./Ms./Mx. Surname],

Thank you for taking the time to meet with me today to discuss the **[Job Title]** position. I genuinely enjoyed our conversation and learning more about [Company Name] and the team.

Our discussion about [specific topic from the interview] reinforced my enthusiasm for this role. I am confident that my background in [relevant experience/skill] aligns well with what you are looking for, and I am excited about the prospect of contributing to [specific company goal or team].

Please do not hesitate to reach out if you need any additional information from my side. I look forward to hearing from you regarding the next steps.

Thank you once again for the opportunity.

Yours sincerely,

[Your Full Name]

[Phone Number]

[Email Address]

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*IgniteShift Tip: Personalise the second paragraph with something specific from your interview. This shows you were listening and are genuinely interested.*