

Complete Thank-You Note Template Set

Customizable templates for phone interviews, second-round interviews, panel interviews, and more

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1 How to Use These Templates



Replace all bracketed placeholders (e.g., [Interviewer's Name], [Job Title], [Company Name]) with the actual details.



Adjust tone and language if you know the company's culture (more formal or more casual).



Keep the email concise; do not add unnecessary paragraphs.



Proofread for typos, grammar, and formatting before sending.



Send within the recommended time frame for that interview type.

Do's and Don'ts

Do



- Send within 24 hours (or less if recommended)
- Reference a specific part of your interview conversation
- Keep your tone professional but personable
- Include your full contact information

Don't



- Wait several days before sending
- Send a generic "thank you" with no personalization
- Use slang or overly casual language
- Forget to include your phone number or email address

2 Corporate/Professional Thank-You Email

Use this version for formal industries such as finance, law, health care, or any role where a polished and concise tone is preferred.

Subject: Thank you for the [Job Title] interview – [Your Name]

Dear [Interviewer's Name],

Thank you for taking the time to meet with me regarding the [Job Title] role at [Company Name]. I enjoyed learning more about [specific aspect of the company or role discussed] and how it contributes to [the company's mission or goal].

My experience in [specific skill/achievement] aligns closely with your needs, and I'm confident I can make a positive impact on [specific project or objective]. I look forward to the possibility of contributing to your team.

Best regards,
[Your Full Name]
[Phone Number]
[Email Address]

Pro Tip:

Send this email within 24 hours of your interview. Keep your tone formal, concise, and focused on reinforcing your fit for the role.

3 Creative/Relationship-Driven Thank-You Email

Use this version for marketing, design, startups, or industries where personality and cultural fit are important.

Subject: Thank you for the inspiring conversation – [Your Name]

Hi [Interviewer's Name],

I truly enjoyed our conversation about the [Job Title] role yesterday. Hearing about [specific creative initiative, company culture detail, or project] made me even more excited about the opportunity to join your team.

With my background in [specific skill or creative project], I see so much potential to contribute fresh ideas and collaborate effectively with your team. I'd love to bring that same energy and creativity to [Company Name].

Kind regards,
[Your Full Name]
[Phone Number]
[Email Address]

Pro Tip:

Highlight personality and enthusiasm, but keep it professional. Reference creative or cultural details from your conversation to make it memorable.

4 Panel/Group Interview Thank-You Email

Use this version when you've interviewed with multiple people at once, such as a panel or group interview.

Subject: Thank you for the engaging panel interview – [Your Name]

Dear [Team or Group Name],

Thank you for the opportunity to meet with all of you to discuss the [Job Title] role. I truly appreciated hearing each of your perspectives on [specific topic or project], and it gave me a well-rounded view of the team's goals and challenges.

I'm excited about the possibility of contributing my expertise in [specific skill area] to support the collaborative work you're doing at [Company Name]. Please don't hesitate to reach out if you need any additional information from me.

Sincerely,
[Your Full Name]
[Phone Number]
[Email Address]

Pro Tip:

Acknowledge the group dynamic. Either send one well-crafted email to all panel members or separate personalized notes to each participant.

5 Phone Interview Thank-You Email

Use this version for phone interviews where a quick follow-up helps maintain connection and momentum.

Subject: Thank you for our conversation – [Your Name]

Dear [Interviewer's Name],

Thank you for speaking with me today about the [Job Title] role at [Company Name]. I appreciated the opportunity to learn more about [specific aspect discussed during the call] and how it relates to the team's goals.

Our conversation reinforced my enthusiasm for the position, and I'm confident that my experience in [specific skill or achievement] would allow me to make valuable contributions.

Best regards,
[Your Full Name]
[Phone Number]
[Email Address]

Pro Tip:

Send this email within four hours of your phone interview to bridge the distance and reinforce your interest while the conversation is still fresh.

6 Second-Round Interview Thank-You Email

Use this version after a second-round interview to reaffirm your qualifications and reference discussions from both interviews.

Subject: Thank you for the second interview – [Your Name]

Dear [Interviewer's Name],

Thank you for meeting with me again to discuss the [Job Title] role. I enjoyed diving deeper into [specific topic or project] and learning more about the direction your team is headed.

Our discussions from both interviews have strengthened my belief that my background in [specific skill or achievement] is a strong match for your needs. I'm excited about the possibility of contributing to [specific project or company goal] and look forward to next steps.

Kind regards,
[Your Full Name]
[Phone Number]
[Email Address]

Pro Tip:

Use this email to re-emphasize your value. Reference points from both the first and second interviews to show you've been engaged throughout the process.

7 Post-Rejection Relationship-Building Thank-You Email

Use this version to maintain a positive connection after not being selected for the role.

Subject: Thank you for the opportunity – [Your Name]

Dear [Interviewer's Name],

Thank you for taking the time to meet with me and share more about the [Job Title] role and your team at [Company Name]. While I'm naturally a bit disappointed to learn I wasn't selected, I truly appreciate the opportunity to interview and gain insight into your work.

I hope we can stay in touch, as I greatly admire [specific aspect of company or team]. Please feel free to reach out if a role opens in the future that you feel would be a strong match.

Best regards,
[Your Full Name]
[Phone Number]
[Email Address]

Pro Tip:

Keep the door open for future opportunities. Express appreciation, leave a positive final impression, and invite them to stay connected.

Which Thank-You Note Should You Send?

Format	Best For	Timing	Pros	Cons
Email	Most industries, especially fast-paced roles	Within 24 hours	Immediate delivery, professional, easy to personalize	Less personal than handwritten
LinkedIn message	Ongoing networking, staying in touch post-interview	24–48 hours	Keeps connection active, visible in recruiter's network	Less formal, not all interviewers use LinkedIn actively
Handwritten note	Slower hiring processes, industries valuing personal touch	2–3 days	Memorable, highly personal	Delivery delay, risk of arriving after hiring decision