

Sample letter: thank you for your reference

Here's an example of a thank you letter you may send to someone who referred you to a job lead that turned into a job offer. If you are sending an email thank you message, include your name in the subject line:

Subject: Thank you from Elly Jones

Dear George,

I would like to take this opportunity to express my gratitude for your referral to Frontier Engineering. After reaching out to your contact about an informational interview, I was later asked to return for a formal interview and I am thrilled to tell you that I was offered a job.

I have accepted a full-time Process Engineer position, and I am very much looking forward to working with Frontier. I deeply appreciate you sharing your networking resources with me, and I'm honoured that you thought of me as a good fit for the company. Your belief in me to succeed is very much appreciated and I will do my absolute best to live up to your confidence.

You may reach me at the address above, or the following:

Title
Company
Address
City, Post code
Tel. number

Thanks again, and I will be sure to update you about my experience at Frontier. Please don't hesitate to reach out if, at some point, you think of any way I can return the favour.

Kind regards,

Elly Jones