



---

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company

Address of Company

Subject: Thank You Note for Letter of Recommendation

Dear ABC (Name of the Receiver),

I would like to thank and express my gratitude to you for writing a letter of recommendation for my job. I have been selected for the manager position at XYZ Consultancy. Your letter of recommendation and comments has left a valuable remark on the selection team. The letter of recommendation sent by you played an important role in my selection. Your support helped me in getting hired by such a good company.

Please allow me to take you on lunch as a token of thank you. Thank you once again for your time and effort in sending a letter of recommendation.

Sincerely,

(Signature)

Sender's Full Name