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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 am writing this letter to thank you for recommending me for the post of Manager for Sales and Marketing (Write the Position) at Microsoft (Name of the company). Your reference helped me get the job. I received the offer today morning, so I wanted to thank you for your efforts and constant help.

I believe the reference given by you was a significant reason that I got the offer for this position. I want to thank you again for your sincere efforts and for the thoughtful recommendation letter that you wrote.

Sincerely,

(Signature)

Sender's Full Name