Dear [Inviter’s Name]

The lunch with you yesterday was enlightening and helpful. Thank you for introducing me to your office culture casually and bringing me up to speed on business matters. I feel more informed about the way of work here. The meal was the high point and very delightful. It was so big of you for picking up the tab for the lunch. I am thrilled to work with people who have a great sense of humor and equally sharp commitment to work. I was excited to know more about the company and partner program specially planned for employees. Thank you for sharing your wisdom and helping me transition into the new role easily.

The only thing that I regret about the luncheon the other day was not thinking of it before. Even though our careers keep us busy, taking time out was the best thing that happened to me. I appreciate meeting you like this, connecting over office talks and sharing daily travails with a friend who is also my role model at the company. I value my interaction with you and look forward to more exciting chats with you soon.

Thank You

[Guest’s Name]