

THANK YOU LETTER – REFERENCE THANK YOU LETTER

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Introduction

It is your responsibility to write a reference thank you letter to the person who has referred you for a particular position in an organization. You must thank that person whole heartedly and assure him that the person will not regret on his recommendation letter. The person will also feel appreciated on receiving the letter.

Thank You Letter – Reference Thank You Letter Tips

Following tips are considered to be effective for writing a reference thank you letter:

- First and foremost it is vital to express your sincere thanks to the person concerned.
- Your wordings in the letter should be such that the other person should feel appreciated
- As a token of appreciation, do enclose a small gift or a voucher with the letter.
- Once you are through writing the letter, please check the same for spelling mistakes.

Sample Thank You Letter – Reference Thank You Letter

To,

Date (Date on which letter is written)

From,

Sub: Thanks for your recommendation

Dear Mr. Watson,

I would like to extend my earnest thanks to you for referring me for the post of Senior Manager within the organization. I would truly like to express my gratitude for the same. Your recommendation has proved a boon to my career graph. I appreciate you for having trust in me.

As a token of appreciation, please find enclosed a small gift. Hope you like it. I, once again, thank you for believing in my capabilities and recommending me for the position.

Yours truly,

Francis Jacob

Thank You Letter – Reference Thank You Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____ (Mr./Ms),

I would like to express my sincerest thanks to you for having faith in me and referring me for the post of _____ (mention the post for which you have been selected) within your organization. Please accept my gratitude for the same.

As a token of appreciation, I am enclosing a small gift with this letter. Hope you like it.

I, once again thank you from the bottom of my heart for trusting me and giving a new height to my career.

Yours truly,

(_____)

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