Ashton Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · ashton.jones@email.com

September 1, 2018

Jennifer Lee

Acme Accounting

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

Thank you so very much for referring me for the Junior Accountant position at Acme Accounting. I am grateful for the time you spent reviewing my application and recommending me for the job.

I wanted to share with you the exciting news that I have been selected for an in-person interview with Acme’s hiring manager next week. When she called me to set up a time for this interview, she specifically mentioned how impressed she was by the referral letter which you wrote on my behalf.

Again, thank you so much for your help. I greatly appreciate the assistance you have provided me; I’ll keep you posted on how the interview goes!

Sincerely,

Ashton Jones

Dave Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · dave.jones@email.com

September 1, 2018

Tim Lee

HFT Industries

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

Thank you both for alerting me to the recent job opening at your company and for voluntarily offering to provide your hiring committee with a referral on my behalf. HFT Industries has a wonderful reputation as an industry leader, and I really appreciate your confidence in me.

I think my interview with Stanley went well, and I expect to meet with Sheila later this week for a second interview. Stanley’s description of the company and of what my responsibilities would encompass, should I be hired, solidified my deep interest in joining your team. I'll keep you posted as I go through the hiring process.

Again, thank you for your support – I’m keeping my fingers crossed that we may soon be colleagues at HFT Industries!

Sincerely,

Dave Jones

Annabelle Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · annabelle.jones@email.com

September 1, 2018

Nancy Lee

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I’m writing today to thank you for introducing me to Bob Anderson, the store manager at Eckles Hardware. Not only did I get an interview for a retail position, I was hired and I’ll be starting my training in two weeks.

Please let me know if I can ever do anything to return the favor. I truly appreciate what you’ve done for me.

With Gratitude,

Annabelle Jones