

Your Name
Street Address
City, ST ZIP Code
Date

Recipient Name
Title
Company Name
Street Address
City, ST ZIP Code

Dear Recipient Name:

Thank you from the newest **job title** at **Company Name**. Your written recommendation and words of encouragement during my job search helped me obtain this new job.

When I asked you to write a recommendation for me several weeks ago, I didn't know that it would lead to such a wonderful position. My new job responsibilities will allow me to use my degree in **field of study** and the skills that I learned while working as your summer intern.

You are a wonderful mentor and friend. If you have time next week, I would love to meet for coffee and tell you about my first week on the job.

Sincerely,

Your Name