

Sample letter: New job announcement to networking contact

Here's an example of an email message thanking a networking contact for helping with your job search.

Subject: Thank you

Dear Lily, I am very pleased to let you know that I have found an exciting new career opportunity, largely due to you sharing many of your contacts in the industry. I really appreciate the confidence you have in my abilities, and the time you spent to help me in my job search.

My new position as Architect at HOK promises to be challenging, and exciting and I am eagerly looking forward to my official start next week.

You may reach me at the address above, or the following:

Title
Company
Address
City, State Zip
(0031) 123-4567

Thank you very much for your support. Please let me know if I can be of any assistance to you in the future.

Yours sincerely,

Jan Smit