

# Sample letter: outcome of job search

Here's an example of a thank you letter you may send to your network to inform them about your new role.

**Subject:** Thank you

Dear George,

This is just a short note to thank you for your time, consideration and assistance during my recent job search.

I am pleased to announce that I have joined Frontier Engineering as a Junior Chemical Engineer and commence on February 1<sup>st</sup>, 2016. My responsibilities include hydraulic calculations for line and pump sizing for the Rotterdam plant.

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

Title  
Company  
Address  
City, Post code  
(0031) 123-4567

Thanks again for your support and if I can return the favor, please don't hesitate to call.

Sincerely,

Your Name