**Subject:** Thank You from Dave

Dear Tim,

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!

Dave Simpson