

# Five Thank You Email Templates

Send within 24 hours. Four sentences, 100 to 150 words. [prept.fyi/learn/thank-you-email-after-interview](https://prept.fyi/learn/thank-you-email-after-interview)

## The structure

**1.** Thanks, for something specific from the conversation. **2.** One thing you took from it. **3.** One thing you wish you had said, which is the sentence that earns the email. **4.** A plain close.

## After a first round or phone screen

**Subject: Thanks, and one follow-up on the routing question**

Hi [name], thanks for this morning. The thing I took away is that the queue problem is really a routing problem rather than a headcount one, which is closer to what I have actually done than the job description suggested. One thing I did not explain well: when I said I took first response from eleven hours to three and a half, the part that mattered was rewriting the overnight routing. Happy to go into either in more detail. Thanks again.

## After a final round

**Subject: Thank you**

Hi [name], thank you for yesterday, and for being direct about where the team is struggling. It genuinely changed how I would approach the first ninety days. If it is useful, I can send a short note on how I would sequence the first month. Either way, I enjoyed the conversation and I would like the job.

## After a panel

**Subject: Thanks from this afternoon**

Hi [name], thanks for your part in the panel this afternoon. Your question about what I would do if the data and the account manager disagreed was the one I have thought about most since. My answer was that I would go to the raw numbers first, and I would add that I would tell the account manager I was doing it rather than arrive later with a correction. Thanks again.

## After an interview that went badly

**Subject: Thank you, and a better answer**

Hi [name], thank you for this morning. I want to give you a straighter answer on the question about a time I disagreed with my manager, because the one I gave was the story where I was right, and that is not really what you were asking. The more useful one: she blocked me from retiring a legacy report, I pushed twice, and two months later finance pulled three years of it for an audit. I was wrong and I had not checked who depended on it. Thanks for the conversation either way.

## After a long silence

**Subject: Following up on the [role] role**

Hi [name], following up on our conversation on the [date]. I am still interested and happy to wait if the timeline has moved. If the decision has gone another way, I would rather know than wonder, and no explanation needed. Thanks either way.

## Before you send

Does this contain one sentence the interviewer did not already know? If not, it is a politeness. Swap in your own specific detail, match your own register, and cut one sentence. Email each panel member separately with different content, because they compare.

Prept, prept.fyi. Practice until you're ready.