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| Thank you letter for successful job reference from former boss  **Thank you letter for successful job reference** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

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