

November 29, 2018
Dear Mr. Smith

I wanted to take a moment to thank you for sitting down with me to discuss the role of manager today. I enjoyed discussing our mutual passion for charities and how we are each participating in the upcoming 5K run for St. Jude's Cancer Research. The tour of the facility was definitely a stand out experience today and I appreciate you taking some additional time from your schedule to personally guide me around. I have an out-of-the-box idea on how to increase productivity for the team members who would report to me and look forward to sharing it with you during our next conversation.

I have attached a copy of my updated portfolio which showcases other out-of-the-box ideas I implemented at my last position which resulted in increased revenue and productivity. Please feel free to contact me with any additional questions you might have. I am excited for the opportunity to pursue a partnership with yourself and Company X and to surpass the current goals you have set for the upcoming year.

Thank you again for taking the time to meet with me today. I have included the best phone number and email address below to contact me with any follow up inquiries you may have.

Sincerely,
Tom X
(123) 456-7890
TomX@TomX.com