

## THANKING PEOPLE

There are various ways of thanking people. Here are the most common:

**Thank you.**

**Thank you very/ so much**

**Thank you ever so much** - more emphatic; informal

**Thank you very much indeed**-emphatic and formal

**Thanks**

**Thanks a lot/ awfully**

**Many thanks.** - rather formal

**I don't know how to thank you.**

**I can never thank you enough.**

**I'm very grateful (to you)**

**That's/ it's very/ awfully kind of you.** - formal, semi-formal

**How kind of you.**

**(I'm) much obliged (to you)** - used mainly by shop assistants

possible replies are:

**not at all.**

**You're welcome**

**(oh,) that's all right**

**(oh,) that's OK** - casual, informal

**Don't mention it.** - more emphatic rather formal

**It's nothing.** - informal and semi-formal

**Think nothing of it.** - informal, casual

**It's a pleasure.** - only for things involving some time and trouble

**I'm glad you enjoyed it.**

**I'm glad you were able to come.**

**Thank you for coming. / I'm glad you like it.**

## Thank You Note Samples for Social Invitations

Dear \_\_\_\_\_:

Thank you so much for inviting us to attend Kalie's scholastic awards ceremony. As her uncle and aunt, we are happy to be included in such a memorable event, and plan to meet you in the school auditorium, May 17th at seven p.m.

We want you to know that we are very proud of Kalie. She is a truly exceptional young lady. Sharon and I look forward to the evening's events.

Sincerely,

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Dear \_\_\_\_\_:

I would like very much to attend the single's New Year's Eve dance on Friday, December 31, at 8:00 p.m. All of my friends are excited about the event. It will be a great opportunity for all of us to have an evening of fun and celebration.

Thank you for the invitation. I look forward to seeing you soon.

Sincerely,

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Dear \_\_\_\_\_:

I had forgotten how close we were to Valentine's Day. Of course, Jim and I would love to attend your party on Saturday, February 14th. No one throws a better party than you do!

With warm thanks,

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Dear \_\_\_\_\_:

We're very pleased to receive an invitation to your dinner party Friday at 7:30 p.m. Please let us know if there is something special you would like for us to bring. We would be more than happy to do so.

Steve and I always enjoy being with the two of you. We look forward to seeing both of you later this month!

Our warmest thanks,

# WRITING A THANK YOU LETTER

## Sample Letter # 1

I want to express my gratitude for the pay raise that was included in last week's check. I realize that the usual waiting period for a pay increase has not yet passed, and so I especially appreciate this indication of your approval. It is easy to see why there is so little employee turnover in this firm, and I feel very fortunate to be able to work here. This unexpected recognition of my efforts gives me a sense of security and confidence. I will redouble my efforts in serving the firm to the best of my abilities. I will enjoy doing so as I find great satisfaction in working with the public and I really like my job. Thank you so much for noticing my efforts and for giving me this monetary "pat on the back."

## Sample Letter # 2

On my return from Springfield I found your award letter awaiting me. To be awarded the Civic Pride Award is really a tremendous honor. When my father won the Award in 1962, I vowed I would do my best to follow in his footsteps in Centerville's business community. A review of the list of past winners, with their excellent track records of community service and honest dealings, reveals the significance of this award. Today I am more committed than ever to the community that has brought me so much joy and success.

## Here is a basic layout format for a formal "thank you" letter:

- **Return Address.** Tab over and type *your* address near the right margin, followed by the date.

**Example:** 1234 Right St.  
Anywhere, PA 15678  
June 30, 2005

- **Address.** Type this information flush with the left margin. The reader's name is typed on the second line. DO NOT abbreviate the word "Attention."

**Example:** ABC Corporation  
Attention: John Doe  
777 State Street  
Anywhere, NY 12345

- **Greeting.** Always address your "thank you" letter to a specific person. Use the conventional "Dear" plus "Mr." or "Ms." followed by the first name and/or surname followed by a colon.

**Example:** Dear Mr. Richard Brown:

- Never send a "thank you" letter to a person using his/her job title: "Dear Marketing Manager:" Send the letter to a specific individual, and be sure to spell his/her name correctly!
- **Body.** Two average-length paragraphs should make up this section. In the first paragraph, thank the reader for meeting with you and convey your enthusiasm about the possibility of working for the company. You might mention the date of your interview and the position for which you

applied. Make a single return between paragraphs. In the second paragraph, briefly review your qualifications and special skills, and how you can be an asset to the company. You might want to mention an interesting topic or rewarding moment from your interview.

- **Last paragraph.** Thank the reader once again for considering you for the position. State your confidence again in your ability to be an asset to the company. Tell the reader that you look forward to hearing from him/her soon, and give a specific date when you plan to follow up with a phone call.
- **Close.** Make a single return after the last paragraph and type the close, aligning it with your return address. Any of the following words or phrases can be used to close: *Sincerely, Very truly yours, Sincerely yours, or Cordially*. The close is followed by four returns. On the next line, type your name. Sign your first and last name in the space between the close and your typed name.

**Example:** Sincerely.

*Signature*

James Brown

- Be sure that your phone number and any other contact information such as your email address are clearly stated in the letter.

## TIPS

### 1. **If possible, address your letter to a specific person**

Do not address your thank-you letter just to the company or organization in general.

### 2. **Do not thank the person beforehand**

For example, "Thanking you in advance for your help in this matter". To do so is presumptuous and suggests you are unwilling to write a [follow-up letter](#).

### 3. **Stick to the point**

### 4. **Be sincere**

Most people can sense when you aren't being honest.

### 5. **Make your letter stand out**

Be creative. Create a headline if appropriate. Be specific and include details from the event.

### 6. **End the letter on a positive note**

Closing depends on the type of thank-you letter. For example, you may:

- Reaffirm your gratitude or restate the compliment.
- Suggest possible future action.
- Close with either an expression of thanks or an indication of your intention to continue contact.

### 7. Use an appropriate [letter closing](#).

## Letter Closings

- Adios,
- All best wishes,
- All best, always,
- Always in my thoughts,
- As always, with affection,
- As usual,
- As ever,
- Be good,
- Be well,
- Best Regards,
- Best wishes for your future,
- Best Wishes,
- Bye for now...,
- Cheerio,
- Cheers
- Chill,
- Cordially,
- Enjoy,
- Enthusiastically,
- Forever yours,
- God bless
- God be with you,
- Godspeed
- Good wishes, always,
- Goodbye
- Gotta boogie,
- Grace and peace,
- Have fun,
- Health & Happiness,
- Hope to hear from ya soon
- Hope all is well,
- I look forward to hearing from you soon,
- I hope to receive news from you soon,
- I'll be thinking of you,
- Just to keep in touch with you,
- Keep the faith,
- Keep smiling,
- Kind regards
- Kind Regards,
- Kind thoughts,
- Later Vader!,
- Later
- Later alligator
- Later,
- LET'S GO,
- Peace & Love,
- Peace out,
- Peace and Blessings,
- Peace
- Prayerfully,
- Regards,
- Rock on,
- Season's blessings,
- See ya,
- Sincerely yours,
- Sincerely
- Smell ya later
- SMILE!,
- Smiles,
- Ta ta,
- Take care
- Take good care,
- Take it easy,
- Talk to you later
- Thank you for your time and consideration,
- Thank you,
- Thank you for yor kindness and consideration,
- Thinking the best for you,
- Til then, my beloved,
- Till we meet again,
- Toodles,
- Truly,
- ttyl,
- Until we meet again,
- Until next time,
- Very truly yours,
- Waiting for you,
- Warm regards,
- Warmest greetings to all,
- Warmest Regards,
- Wishing you all the best of everything,
- Wishing you the best,
- Wishing you a safe journey,
- With confidence,
- With kind affection,
- With kindest personal regards,
- With warmth,
- With gratitude,
- With all best wishes,

- Looking forward to seeing you again,
- Lots of love,
- Love
- Many thanks,
- May the horse be with you,
- May the Force be with you,
- May I always live to serve you and your

crown

- Miss ya,
- More later,
- More shortly,
- Most sincerely,
- Onward and upward
- Over & Out,
- Over and out,
- Peace, Love & Happiness,
- Peace be with you,

- With love
- With all good wishes,
- Yearning for you,
- You're in my prayers,
- You're in my thoughts,
- Your friend,
- Yours truly
- Yours faithfully
- Yours sincerely
- Yours regardless,
- Yours 'til the cat meows,
- Yours most sincerely,
- Yours always,
- Yours ever
- Yours respectfully
- Yours,