

Writing a Meaningful Thank You Email

A meaningful 'thank you' email lets them know that their time, effort, and advice mattered to you. It also makes them glad to help next time around. Write a thank you email with these tips:

Thank You Email Formula: Top 3 Things to Get Right

Because of You

Because of You

This is the thank-you sentence! What one or two things resonated with you? How did they make a difference for you? Share a worthwhile take-away. Be specific.

Action Steps

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They want to help you make progress toward your goals. What actions did they inspire you to take?

Follow Up: Offers

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Did they offer to make an introduction? Share a resource? Make a referral? Gently remind them to follow-up by expressing your excitement about their offer.

Stay Connected

Thank You Email Formula Example

*Thank you for the fantastic conversation! **Because of you**, I feel equipped to apply for the job and know how to prepare for the hiring process.*

***Based on your advice**, I plan to add the autism-awareness project to my LinkedIn profile and check out the website you mentioned.*

***I appreciate your offer** to connect me with your friend, Jamar Wright. I'll review his LinkedIn profile so that I'm ready to follow-up on your introduction. Please let me know if I can return the favor. I will keep you posted on my progress!*



Use MANGO's FREE Email Builders to write thank you emails without the guesswork.

Pro Tips



Go Digital

Forget handwritten notes. Thank you emails can be saved, stored, and shared easily. Emails help remind us of our to-dos, and help us remember our conversation.



Be Timely

Thank you emails have the most impact when they're fresh. Send your thank you email within 24 to 48 hours of your conversation. Your contact will appreciate it.



Close the Kindness Loop

Did someone introduce you? Copy (cc) them on the thank you email to update them. They'll feel great about making the connection!