

SAMPLE THANK YOU LETTER



Our business is helping people
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(Your name, address and phone number should be listed in center, left or right justified)

Date

Mr. / Ms. [Interviewer's Full Name]
Interviewer's Title
Company Name
Address

Dear Mr. / Ms. [Interviewer's Full Name]:

Thank you for the opportunity to interview for the Administrative Assistant position within your company. I appreciate the time you spent with me. I am very interested in this position and feel strongly that I will be a valuable employee to your company both now and in the future. I look forward to hearing from you.

Again, thank you for your time.

Sincerely,

Your Signature

Full Name typed or printed

*Send a Thank You note right after the interview. For a more personal touch, hand write a note in a Thank You card.