

Your Street Address  
Your City, State, Zip  
Date

Person's Name  
Company Name  
Company Address  
City, State, Zip

Dear (*Mr./Ms. Person's Name*),

Thank you for the opportunity to interview yesterday for the (*name of position*) position. I appreciate your hospitality and enjoyed meeting you and the members of your staff.

The interview confirmed my initial positive impression of (*name of organization*) and reinforced my strong interest in being associated with such a(n) (*adjective*) organization. I was particularly pleased to learn (*name something learned from interview*). My prior experience in (*type of experience*), plus my training in (*refer to training*), would enable me to become a strong contributing member of your team.

Please let me know if there is any information that I can provide that will help you in your decision-making. If I don't hear from you prior to (*day indicated in interview*), as you suggested during the interview, I will call you (*next day after suggested day*), to see how your selection process is progressing.

Sincerely,

(*signature*)

Your Name