

Thank You Letter Example #2

2913 Main St.
Columbus, OH 43210
August 14, 2002

Ms. Joan Smith
ABC Store
1220 Retail Ave.
Columbus, OH 43235

Dear Ms. Smith:

I want to thank you very much for interviewing me yesterday for the Assistant Manager position. I enjoyed meeting with you and learning more about your company.

My enthusiasm for the position and my interest in working for ABC were strengthened as a result of the interview. My education and internship experiences fit nicely with the job requirements. I am sure that I could make a significant contribution to the company over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to contact me at 804/685-5555 or jones.2@osu.edu.

Again, thank you for the interview and your consideration.

Sincerely,

Joe Jones