



Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You Letter for Medical Assistant Interview

Dear _____ (Name of the Recipient)

I am writing this letter to thank you for coming for the interview for the position of a Medical Assistant at the _____ Clinic. I had a great time speaking with you and appreciate you for taking out time to apply for the position at the clinic. I would like to inform you that you have cleared all the levels for recruitment and we would like to offer you a position at the clinic.

We believe your work experience and spirit, both are suited to our requirements and you would be a great fit for our clinic. We would be elated to have you as a part of our team. I am attaching the offer letter with this letter. To accept the offer, you should revert back with a signed offer letter by _____ (Date).

Once again, thank you for applying for the Medical Assistant position.

Sincerely,

(Signature)