

Thank you for the opportunity for the post of (mention the post)

To

Mr./Mrs./Ms. (full name of interviewer)

Company Name

Company address

Date: dd/mm/yy

Dear Sir/Madam,

It was a pleasure interacting with you over the interview for the job opening of (mention the post) at your esteemed organization (company name).

I appreciate you taking the time to go through my resume during the interview. I would like to add that besides my enthusiasm, I would also bring to the table a team player, and a hard worker. I am very much interested in being a part of your organization and would appreciate if you can look into my resume once again.

Thank you for the gracious opportunity. I look forward to listening from you with regard to the job opportunity.

Thanking you.

Yours sincerely,

(your name)

(Your contact number)

(your email id)