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| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

[Your name]

[Your phone number]

[Your email id]

[Optional: Your mailing address]

[Date]

[Subject]

[Employer’s mailing address]

Dear Mr./Ms./Mrs. (insert name),

Greetings!

I wish to convey my thanks to you for the time you spent last afternoon interviewing me along with (insert names of all the interviewers). It was a pleasure to meet you all, and I am glad for the chance to be assumed for a full-time nursing staff position with (insert company/hospital).

As we spoke yesterday, I have (insert time of experience) at (insert company/hospital name). I truly loved your cutting-edge facility and the high-quality care units you can provide for your patients. Having worked in various teaching hospitals, I understand and respect the possibility to engage with students.

I could sense that you genuinely care about your co-workers and patients. If chosen, I would particularly like to serve on one of the committees you had listed (mention other details from the interview).

As I continue my career as a nurse, I believe I would be an excellent fit for this role. I would relish the opportunity to collaborate with you on this job. Thank you very much for taking the time to read this and for considering my request. Please let me know if you need any additional information from my end.

I would like to hear from you as soon as possible.

Best Wishes & Regards

[Your name]

[Your Signature]