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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]

Greetings, Mr./Ms.

 I'm writing to you to convey my gratitude to you for calling me for the position of nursing staff last week [or, if suitable, yesterday]. I loved having the chance to speak with you during the interview, learn more about this facility, and meet other members of the nursing staff. After my interaction with them, t his possibility of joining your team stirs my enthusiasm.

The employment here seem to be a good match for my qualifications and expertise, as well as the work requirements. As we talked, you mentioned that you'll want someone with strong technical abilities. It's worthy noting that I've worked with [whatever tech or procedure is necessary to the work and that you're acquainted with]. In addition, my present [or former] employment as [names or kind of hospital]

Please contact me if you have any questions, complaints, or need additional details. I eagerly anticipate hearing from you next week [or whenever they said they would].

Warm Regards

[Your Name]

[Your Signature]