

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Being the Panelist

Dear \_\_\_\_\_ (Name of the Recipient)

With this letter, I would like to thank you for taking out time from your schedule and considering me as a candidate for Assistant Manager profile at the firm. The interview was great and I appreciate you for being a member on the panel. It was wonderful to know more about the company's marketing ideas and policies. After knowing all the details, I am feeling more confident about this job position.

I will be happy to manage the team and look forward to researching more ideas and framing new market strategies.

I am really grateful to everyone in the panel for considering me as a prospective candidate. Please feel free to contact me on my email and phone number. I look forward to hearing from you soon.

Sincerely,

(Signature)

Sender's Full Name

