



<Candidate/your Full Name>

<Your Address>

<Your City, State, Zip Code>

<Your Phone Number>

<Your Email>

<The Date>

<Name of the Hiring Manager/Recruiter>

<Name of the Department>

<Name of the Company>

<City, State, Zip Code>

Subject: Letter of Thanks from <Candidate/your Name> (Administrative Assistant)

Dear Mr./Miss/Mrs. <Surname of the Hiring Manager/Recruiter>

I want to thank you a lot for taking my interview <insert date of the interview> for the position of the Administrative Assistant. I truly enjoyed meeting with you and learning more about the position and <insert name of the company>.

The interview piqued my interest in the position and in working for such a dynamic organization. I sincerely believe my experience, qualifications and skill set meet the job requirements well. I feel positive that I will be able to make productive contributions to the company. My skills in <State your skills which are necessary for the job> would help the company realize its short-term and long-term goals.

I would like to re-emphasize my enthusiasm for the role of Administrative Assistant – it is the perfect opportunity I have been looking for. I hope to hear from you once the final decisions are made related to this position. For any queries or additional information, please feel free to reach out to me on the phone number listed above.

Thank you so much for your time and interest.

Sincerely,

<Candidate/your Signature>

<Candidate/your Full Name>