*<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 wanted to reach out to thank you for taking the time to interview me *<insert the date of the interview>* about the Administrative Assistant Position at *<insert name of the company>*.

I truly enjoyed speaking with you and learning more about where the company is headed. I believe you have a very exciting year to look forward to with the recent plans and developments.

At such a juncture, I would love to contribute my skills and experience to consolidate your team’s efforts into realizing the company’s aspirations. My skills in *<State your skills which are necessary for the job>* would complement the drive to push for higher achievement.

I look forward to talking to you and working with your team soon, after you decide on the right candidate.

Sincerely,

<Candidate/your Signature>

<Candidate/your Full Name>