



<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 really appreciate your taking the time out of your schedule to interview me for the position of Administrative Assistant open at <insert name of the company>.

Thank you so much for speaking with me about your department and its role in the larger company.

I truly believe that my experience and skill set make me an ideal candidate for the role. With my <State your skills which are necessary for the job> I will fit in with your department well. I assure you that I will bring attention to detail and enthusiasm to any task assigned to me.

After the interview, I am even keener to join this position. The information you shared with me regarding the opportunities and responsibilities align perfectly with my own goals and aspirations. For any query or additional information, please reach out to me on the number mentioned above.

Thank you again for considering me for this position.

Best Regards,

<Candidate/your Signature>

<Candidate/your Full Name>