



USE THIS WHEN THERE ARE MULTIPLE ROUNDS OF INTERVIEW

<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 would like to express my appreciation and gratitude to you and your dynamic team for the kindness shown to me during my interview. This was for the Administrative Assistant position on <Write the date of interview>. I thoroughly enjoyed every aspect of the discussion. Consequently, I am now even more excited about the role of Administrative Assistant at <insert name of the company>.

I am aware of the importance of this role and the responsibilities associated with it. Based on my experience and skills, I am confident that I can make a valuable contribution to your department. My educational qualifications and skill set will be an asset to <insert name of the company>.

To reiterate, I shall bring the following to the table:

<State your plan of action and skills in bullet points>

Again, I am truly grateful to you and your team for taking out the time from your busy schedule and speaking with me. I am looking forward to seeing you in the second round.

Sincerely,

<Candidate/your Signature>

<Candidate/your Full Name>