



<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>

Thank you for interviewing me on <Insert date of the interview> for the position of Administrative Assistant at <Insert name of the company>. I truly enjoyed learning more about the responsibilities of an Administrative Assistant and the spirit of your company.

I am very excited about this position and am particularly interested in grabbing this opportunity to grow alongside your department. As we discussed in our interview, my educational qualifications, experience and skills will fit well with your team. My <State your skills which are necessary for the job> will definitely contribute to your company and help in realizing its goals.

Please reach out to me on my phone number listed above, in case of any query or further inquiry. I look forward to hearing from you soon.

Sincerely,

<Candidate/your Signature>

<Candidate/your Full Name>