Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

Thank you for discussing the position of the Junior Assistant to the Executive Officer at XYX Agency with me yesterday, 15th June. I am thankful to you for your precious time. It has been a pleasant interview with you since you made me feel comfortable and relaxed throughout the session. I hope you find me a good fit for this job because of my qualifications and skills.

As discussed in the interview, the duties and responsibilities of the Junior Assistant require a candidate who is enthusiastic and passionate about this job. I can bring the energy essential for this role. In addition, my ability to work independently and creatively is the special quality you are looking for.

I am grateful to you for providing me this great opportunity by interviewing me for the job. I look forward to your feedback and response. Kindly do let me know about your opinions regarding our interview session. Your comments and suggestions will be appreciated. I hope to hear from you soon.

With thanks,

Name Here

Your Title