

SAMPLE INTERVIEW THANK YOU LETTER

1000 State Street
La Crosse, WI 54601

January 2, 20XX

John A. Smith
Manager
ABC Company
100 Wisconsin Avenue
Milwaukee, WI 54663

Dear Mr. Smith:

It was a pleasure to visit you and to meet the members of your department. I was pleased with the opportunity to gain a closer look at the goals and long range plans of ABC Company.

I am very interested in becoming a member of your team and look forward to hearing from you soon. Again, thank you for the interview.

Sincerely,

Gary C. Jones