

THANK YOU LETTER – SAMPLE 1

August 1, 2008

Mr. Michael Summers, Manager
Johnson and Johnson Industries
1234 Parkway Drive
Flint, MI 48503

Dear Mr. Summers:

Thank you for the time you spent with me during our interview yesterday. I appreciate the literature you gave me about Johnson and Johnson Industries and I enjoyed learning more about the Sales position.

I was very impressed with Johnson and Johnson Industries and the staff members I met during the interview. The opportunity to work with your organization sounds very exciting and interesting. I look forward to hearing from you regarding your decision.

Sincerely,

Jane Student
1401 East Court Street
Flint, MI 48503
(810) 232-3285