

# Thank You Letter Sample

May 14, 2013

Mr. Richard Hayes  
Human Resources Manager  
Company XYZ  
734 Mercantile Drive  
St. Louis, MO 63105

Dear Mr. Hayes:

Thank you for taking the time to interview with me for your Human Resources Assistant position. I greatly enjoyed visiting your office, meeting the department staff, and learning about the ways I may be of benefit in that environment.

Please do not hesitate to contact me if there is any additional information I can provide. I look forward to speaking with you again in the near future.

Sincerely,

Sally Simpson  
542 Locust Ave. #6  
Edwardsville, IL 62025  
ssimpson@siue.edu  
555-555-1234

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