

Thank You Letter (or Email)

(MAIL OR EMAIL WITHIN 24-48 HOURS AFTER INTERVIEW)

1654 Buffalo Road
Erie, PA 16509

October 2, 2016

Ms. Janet E. Wilson
Personnel Director
Eastman Kodak Company
615 State Street
Rochester, NY 14999

Dear Ms. Wilson:

I appreciated the opportunity to talk with you last Tuesday afternoon regarding the Manager Trainee position at Eastman Kodak Company. The information that you shared with me about the position was extremely helpful. After speaking with both you and Mr. Morris, I feel confident that I would be a good fit for the position and the company.

As I indicated during the interview, I believe that my achievements at Penn State Behrend, as well as my work experience, make me a very strong candidate. If I can provide you with any additional information to help you in your decision-making process, please let me know. Thank you for your time and I look forward to hearing from you.

Sincerely,

Your name here