To,

XXX

Address

Date

Subject: interview appreciation letter

Respected Sir,

I, Sarah Pascal, the applicant for the position of a receptionist am writing this letter to you to express my gratitude towards you for conducting my job interview.  My interview was on 15thJuly 2014 and was taken by you and Mr. Billy Jackson.

This job interview meant a lot to me since I have been trying to work at your company for a long time now. The interview went very smoothly and whatever nervousness I was feeling disappeared when you striked a casual approach to the interview. Sir, I would like to add that I am very interested in this job and would work to the best of my abilities, if given a chance.

Working at the position of a receptionist at this prestigious company will add many stars to my profile and would open up many new doors for me. I am looking forward to your decision.

Thanking you again

XXX