**Thank you Letter after Interview**

To,  
The HR Manager  
ABC Pvt. Ltd  
London

28th May 2014

Sub: Thank you after interview letter

Dear Sir,

Thank you for meeting with me this morning to discuss the assistant manager position. I relished our conversation, and I am very exhilarated about the possibility of joining your team.

I can understand what it takes to run a diligent and prosperous insurance office. In my last position as an administrative assistant manager for XYZ Company, I managed all aspects of the operation, handling tasks such as bookkeeping, customer accommodation, claims processing, report preparation and perpetual communications with the district manager.

You mentioned that you require an assistant manager who has vigorous “people” skills, and this is an area in which I specialize. At XYZ Company, I had built a loyal client base by consistently providing extraordinary service.

Again, thank you for considering me for this exhilarating opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to call me if you require any information or have any questions. Once again, thank you for your time, and I look forward to join your team.

Regards,

Adam Smith