## ****Sample of**** ****Thank You Letter to Recruiter****

To,
The HR Manager,
ABC Pvt. Ltd
London

2nd June 2014

Sub : Thank you letter

Dear Sir,

It was really great to meet you and discuss the executive assistant position, available at ABC Pvt. Ltd. I enjoyed our conversation, and I am very eager about the possibility of joining your team.

I can understand very well what it takes to run a busy and successful insurance office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service.

I once again, thank you for considering me for this position. As you requested, I’m enclosing a list of professional references. Please feel free to call me on 77098-888 if you need additional information or have any questions. Thank you for your time, and I look forward to hearing from you.

Regards,

Jammy Thomson