## ****Sample Professional Thank You Letter****

To,

James Eric

Interviewer

Holmes Enterprises Limited

Nottingham

UK

16th May 2014

**Subject:** Professional thank you letter

Respected Sir,

I am writing this letter to express my kindest gratitude towards you for conducting such an informative interview yesterday. This is in reference to the interview that you took concerning the post of an assistant manager at Holmes Enterprises Limited. I wish to express my thankfulness towards you for taking out time out of your busy schedule and to discuss the important aspects of my employment.

Sir, I thoroughly enjoyed meeting and discussing with you regarding the job skills and expertise that you are looking forward. I am writing to particularly thank you for the way you encouraged and boosted my confidence during the course of the interview and it is all because of you that I managed to perform well. The information, exposure, facts and the knowledge that you have shared would be deeply valued and remembered by me all through.

I once again thank you for the interview opportunity. I look forward for an early and a positive reply. Please feel free to contact me on 5949594, if any other information is needed from my side.

Thanking you.

Sincerely,

Ronald Shane