

Thank You Letter Example

4630 Santa Ana Manor
Orlando, FL 32808
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imasample@mail.valenciacollege.edu

April 29, 20__

Mr. Henderson
Information Technology Manager
Orlando Regional Medical Center
1082 Kuhl Avenue
Orlando, FL 32803

Note: If submitting your thank you letter via email, the email's header section will provide similar information- it is not necessary to type this section in the message area of the email.

Dear Mr. Henderson:

It was a pleasure to meet with you today to discuss my qualifications for the Help Desk Specialist position. I enjoyed learning about the position and also about Orlando Regional Medical Center. After speaking with you, I believe that I have a solid understanding of the job responsibilities and am confident that my skills and experience will meet the needs of your department and the ORMC organization.

Thank you for your time and consideration. If I can provide you with any additional information, please do not hesitate to contact me at 407-123-4567.

Sincerely,

Ima Sample

Ima Sample

If printing your thank you letter, sign your name in black ink.

