

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Interviewer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity to interview for the Executive Assistant position at [Company's Name] on [date of interview]. It was a pleasure to meet you and learn more about the exciting projects at your company.

Thank you for sharing insights about the team and the role. I am particularly drawn to [mention any specific aspect of the company or role discussed during the interview that intrigued you]. I believe my skills in [mention relevant skills] align well with the company's goals, and I am very enthusiastic about the possibility of contributing to your team.

Thank you once again for considering my application. Please do not hesitate to reach out if you need any more information from my side. I look forward to the possibility of working together.

Warm regards,

[Your Name]