

Dear [Interviewer's Name],

I hope this message finds you well. I wanted to take a moment to thank you for the opportunity to interview for the Administrative Assistant position at [Company Name] on [Date]. It was a pleasure to meet with you and learn more about the team and the exciting projects at [Company Name].

I am very enthusiastic about the possibility of contributing to your team and am particularly drawn to [mention any specific detail discussed during the interview that excites you about the role]. I believe my skills in [mention relevant skills or experiences] would be a great fit for the needs of your department.

Thank you once again for considering my application. I look forward to the possibility of working together and contributing to the success of [Company Name]. Please feel free to reach out if you need any more information from my side.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]