

Thank You Note After Administrative Assistant Interview

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]. I truly enjoyed our conversation and learning more about the team and the exciting projects you are working on.

I appreciate the insights you shared regarding the role and how it contributes to the overall success of the company. I am very enthusiastic about the possibility of working together and contributing to such an innovative team.

Thank you once again for your time and consideration. I look forward to the possibility of joining [Company Name] and contributing to its success.

Warm regards,
[Your Name]
[Your Phone Number]
[Your Email Address]