

Dear [Interviewer's Name],

Thank you for the opportunity to interview for the Executive Assistant position at [Company Name] on [Interview Date]. I enjoyed our discussion about [specific topic discussed during the interview], and it further solidified my interest in joining your team.

I am particularly excited about [mention any specific aspect of the role or the company that excites you]. I believe my skills in [relevant skills] would be a great fit for your team and contribute to the success of [Company Name].

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]