

Thank You for the Opportunity

Dear [Interviewer's Name],

I wanted to take a moment to thank you for the opportunity to interview for the legal secretary position at [Company Name] on [Date]. I enjoyed our conversation and learning more about the team and the important work being done.

I am very excited about the possibility of joining [Company Name] and contributing to your team with my skills in organization, communication, and attention to detail. I believe that my experience and passion align well with the goals of your firm.

Thank you once again for the opportunity. I look forward to the possibility of working together and contributing to [Company Name].

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]