

Interviewer Name, Title  
Company Name  
Company Address  
City, State, CA

Dear Mr. / Ms. (Interviewer name),

Thank you so much for taking the time to interview me today for the Office Support Specialist position. I felt a wonderful rapport not only with you, but with all of the team members I met with. I am more convinced than ever that I will fit in well as a member of the team and will quickly be able to contribute to your division.

I can make myself available for any further discussions of my qualifications that may be needed.

Again, I very much appreciate you and your team taking the time to talk with me about this exciting opportunity.

Sincerely,

Your Name  
Your Contact Information