**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name],**

Thank you for inviting me to join you this afternoon for a second interview. My interest and enthusiasm for joining the **[Company Name]** team in the **[Position Title]** position has continued to grow with each of our meetings. I especially enjoyed gaining a more in-depth understanding of the logistical role I’d fill as **[Position Title]** in the company structure.

As discussed in the interview, in my previous role as **[Previous Position Title]** I gained valuable experience **[Relevant Experience], [Relevant Experience],** and **[Relevant Experience].** Throughout my professional career I’ve developed a proven record of success as demonstrated through the following accomplishments **[Accomplishment],** **[Accomplishment],** and **[Accomplishment].** Given the opportunity to join your team, I’m confident that my initiative, determination, and dedication to success can assist **[Company Name]** in its expansion and future goals.

Again, thank you for taking the time to conduct a second interview with me. If you require any additional information or have any questions don’t hesitate to contact me. I look forward to hearing back from you, and hope to continue moving forward with **[Company Name].**

Sincerely,

**[your signature]**

**[Your Name]**  
**[1234 Street Address]**

**[City, State, Zip]**