TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Thank You Letter

Dear **[NAME]**

Thank you for taking the time to meet with me today over Zoom. I enjoyed our interview and was excited to learn more about the position. I'm confident that my skills and experience mark me out as an exceptional candidate.  
  
I would welcome the chance to meet with you in person and am interested in the next steps in the recruitment process. Please feel free to contact me at any point if you require any additional information or have further questions.  
  
I look forward to hearing from you soon about the progress of my application.  
  
Yours sincerely,