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Susane Greene  
Director, Human Resources  
XYZ Corp  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Greene:

I truly enjoyed meeting with you and discussing the position of assistant manager at XYZ Corp. I wanted to thank you for taking the time to tell me about the job and the company and for spending part of a busy afternoon showing me around.

While of course I was disappointed to learn that you'd be moving forward with another candidate, I appreciated the chance to speak with you and learn more about what XYZ will be doing in the coming year. I was especially interested in the ABC project and how it will affect the marketplace. As a big fan of XYZ, I'll be watching the rollout with interest.

I hope that you'll keep me in mind for future opportunities, as I know XYZ is growing. I'd love the chance to put my skills to work for an organization that I admire.

Sincerely,

Jane Smith