

<Your Name>
<Your Address>

<Date>

<Name of the Interviewer>

<Role of the Interviewer>

<Office Address>

<Note: All the above will not be applicable in case of an e-mail>

Dear <Name of the Interviewer>

It was a great pleasure talking to you today with respect to the <Position Name> position at <Company Name>.

The position seems to be very interesting and suiting my skill set. I am eager to employ my _____, _____, and _____ skills to bring in best results at the job. I ensure that I will work together with my team members to match the organization's mission.

I have attached a sample work on <Name of the Work> for you to get an insight of what I can do if I am offered the job.

Thank you for spending your valuable time interviewing me. I look forward to work with you. Awaiting your reply on my candidature!

Sincerely,

<Your Name>
<Contact E-Mail ID>
<Mobile Number>