Your street address
Your city, state zip code

February 4, 2022

Ms. Holli Wood-Ossman

Human Resources
KI

204 South Street

Bonduel, WI 54107

Dear Ms. Wood-Ossman:

Thank you for meeting with me this morning to interview for a position at KI. I enjoyed our conversation, and I am glad I had this opportunity to meet with you (or I learned many things from the chance to interview with you or I appreciate that you were willing to share your knowledge. Make it unique so your letter stands out.)

Give one or two specific things you learned from the day in this paragraph. Sell yourself for the job.

Again, thank you for taking the time to give me this exciting opportunity. I look forward to hearing from you soon. Thank you for your time, and once again, thank you for the interview.

Sincerely,

Your name