Joe Smith

February 4, 2019

Gimmie Jon INC.

Mr. Joe Smith

Salutations Joe,

I am writing this letter to thank you for taking time out of your day for my interview. I am very thankful for the chance you’ve given me with this interview. As you saw in my resume, I am very skilled in the I.T field and I can promise you that I am well fit for this job, and I can promise my work ethic is close to perfect. Thank you again for your time I hope that we can speak again.

Sincerely, Andrew