

## **SAMPLE "THANK YOU" LETTER**

**DANA DYNAMIC**  
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Anytown, OH 44xxx  
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ddynamic@myemail.com

February 15, 2007

Jane Doe, Administrator  
Acme Care Center  
222 Main Street  
Anytown, OH 44xxx

Dear Jane:

I very much enjoyed having the opportunity to meet you and to learn more about the Volunteer Coordinator position. Thank you for taking the time to give me a tour and to share your vision for the organization with me. I was very impressed by the environment as a warm, caring place for families to bring their loved ones and a pleasant working environment for employees.

After our interview I am even more enthused about the opportunity to join your team. As we discussed, I have more than 12 years of experience recruiting volunteers and have spent the past year working in long-term care.

Thank you again for the opportunity to be considered. I am eager to move forward to the next step in the selection process.

Sincerely,

Dana Dynamic

Enclosure