

SAMPLE INTERVIEW FOLLOW UP LETTER

Date: 21st November, 2008

Ms. Laila Latif
HR Manager
ABC Company
P.O Box 14263
Dubai, UAE

Subject: Thank you for Initial Interview at XYZ Company for ABC Post

Dear Ms. Latif,

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon Company XYZ offers. I look forward to your decision.

Sincerely,



Dania Al Jamali