

Note: If you are planning to use a thank you note, to be affective you should write it and send it the same day as the meeting or interview.

Your Street Address
Town, Manitoba R8A 1J1

January 23, 20xx

Mr. John Doe
Company Name
Company Address
Town, MB R8A 2J1

Dear Mr. Doe,

Thank you for taking the time to talk with me about the Summer Events Assistant position with your company.

I was impressed with the variety of activities Northern Way Promotions and Events has been involved with. I was especially interested in the children's events organized for Thompson Nickel Days last summer.

I can be reached at 204-xxx-xxxx and hope to be hearing from you.

Sincerely,

Jane Smith