

SAMPLE THANK YOU LETTER

2913 Baxter Road  
Virginia Beach, VA 23465  
January 25, 1996

Dr. Julia Edmonds, Director Technical Design Group Atlantic Engineering Systems, Inc.  
1220 Warwick Avenue  
Newport News, VA 23607

Dear Dr. Edmonds,

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the