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March 17, 2011

Mr. Joe Public
Personnel Manager
XYZ Manufacturing
5678 NW Parkway
Oklahoma City, OK 12221

Dear Mr. Public:

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

I'm very impressed with your warehousing procedures and believe my past job experience will make me an asset on your team. Mrs. Smith was very thorough in explaining your various processes; I will be corresponding directly with her to express my appreciation.

Again, thank you for your hospitality during my interview. I am excited about the career opportunity that XYZ offers and I look forward to your decision.

Sincerely,

Jane Dough