**Acknowledgement Sample for a Job Interview**

[Senders Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Date: MM/DD/YYYY

[Company name]

[HR Manager]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Subject: Acknowledgment of an interview

Dear [Recipients Name],

I just want to let you know what a pleasure it was to speak with you about position of a graphic designer with Your Company. I thank again you most sincerely for your time in getting to know me and answering all my questions about the company.

Our interview — and the interviews I’ve been on since then — have affirmed in my mind that your company is the right environment for me and that I have a great deal to offer your company. I am hoping you are as interested in my qualifications as I am in contributing to your firm. I’m eager to bring my experience in design-related applications, graphic-design skills, communications-studies background, and teamwork experience to your team.

I’m available for a follow-up interview if that would help you to evaluate my qualifications. I am truly grateful for the opportunity to speak with you, and I look forward to hearing soon about a follow-up visit.

Sincerely,

[Senders Name]

[Senders Title]