

From:

Mr E Jones

H.R. Manager

B.N.Fuels

CA23 3RD

To:

Mr Tom Hanson

23 Abbey View

St Bees

CA23 3RF

Subject: Thank you letter for work

Dear Mr Hanson,

I would like to thank you for your completion of the internship in our company. During the six months of your internship, you have proven your abilities to handle the situation professionally. Your approach to solve any problem leaves no corner to say, in the future, you will set an example for your work.

Pleased by your true dedication, we decide to give you an opportunity to work with us and gain your prior experience in your known working area. It will be great to see you again. As per our plan, we want to hold an official interview to discuss with you further. Though, the joining date will be informed you once you finish your degree.

In this process, you need to contact us for selecting your convenient time and date for the interview so that we can arrange the interview without any interruption to your studies.

Yours faithfully,

Mr E Jones