

**John D. Smithishly**

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December 31, 2019

Robert Williamstone  
Human Resource Director  
Fourth Dimension Technologies  
25 Any Street  
Lawrenceville, NJ 08648

Dear Mr. Williamstone:

I just wanted to use this opportunity to thank you for taking time out of your busy schedule to interview me for the front Desk Manager position. It was a pleasure meeting with you yesterday. I truly gained a lot of insights about the Front Desk Manager position.

Our conversation confirmed my interest in becoming part of the Fourth Dimension team. I was particularly pleased with the prospect of being able to bring my knowledge, expertise and skill set to help move your organization to the next level. As a result, I feel very confident that my experiences will no doubt enable me to perform the job requirements effectively.

Please feel free to contact me should you need any additional information. I look forward to hearing from you, and thank you again for the time and courtesy you extended to me.

Sincerely,

*John D. Smithishly*  
John Smithishly