

Follow up Letter about Surgical Staff Nurse Position

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

My name is (applicant's name) and I'm a graduate of (institution's name). I am glad that I had the opportunity to meet your company last week regarding the surgical staff nurse position that you have available in your hospital. It was a great pleasure to be interviewed by your highly respectable head of the doctors and I must say your staff is very cooperative and efficient. It would be an honor for me to work for such a great organization among such professional people. I assure you that I will work with passion and I will never give you any chance to complain. I will try my best to promote the reputation and excellence of your organization. A reference letter from my previous work organization has been attached with this letter. I hope to hear soon from you. Thank you very much.

Yours Sincerely,

[Your Name]

[Senders Title] -Optional-