



John Doe  
12345 Circle Drive  
Springfield, Mo 22222

July 8, 200\_

Mr. John Smith  
Human Resources Director  
ABC Hospital  
22 Hospital Way  
St. Louis, MO 33333

Dear Mr. Smith,

I very much appreciate the time that you and your team spent with me on July 7<sup>th</sup> of 200\_. I felt that the time was well spent and you provided a tremendous amount of information about your organization.

The direction that your facility is heading sounds very positive and exciting at the same time. I quickly saw the benefits that your organization has to offer and share the vision that you outlined.

I failed to mention during my visit that I have experience in developing critical care protocols with that may be of benefit to the unit. The protocols that were developed were initiated at a satellite facility and then instituted on a regional scale within our Healthcare system.

I will be following up with you in 1 week on July 15, 200\_ per your request at 2pm. My direct line is 888-888-8888 should you need to reach me before then.

Thank you again,

John