

Thank You Letter

Employers really appreciate receiving thank you letters. This effort helps our employers remain enthusiastic about the Work Experience program. Use the following format as a guideline. Submit a copy to your teacher for proof reading and the school will mail a copy to the employer.

Your Street Address

City, Province

Postal Code

3

Date (standard format)

3

Mr.(s) Full Name of Contact

Title or Position of Contact

Company Name

Street Number and Street Name

City, Province

Postal Code

2

Dear Mr.(s) Last Name (and staff *if applicable*):

2

Introductory paragraph – Why are you writing? Show your appreciation for the opportunity.

2

Second paragraph – What skills and experiences have been beneficial to you? What insights to the business or profession do you have now?

2

Concluding paragraph – How has the experience affected your outlook on the business/profession? Tell how it has affected your plans for the future. Thank them again.

2

Sincerely,

5

(space for signature in blue or black pen)

Your Typed Full Name