**Work Experience - Thank You Letter**

**All students are required to provide a thank you letter to your employer.**

(Below is a template for your layout and content reference – remember to proof read!).

Please remember to sign your letter and provide a copy to the school. *Please note if you are a paid employer, you still need to create a thank you letter and make a note that says ‘paid work experience’ where the signature would go.*

Your Name

Your Address

Your City, Prov, PC

Date

Supervisor’s Name

Company Name

Street Address

City, Prov, PC

Dear ‘Supervisor’s Name’:

In the paragraph, express your appreciation for the opportunity to do a work experience at their business. Remember to mention any staff members(s) who may have helped you during your placement.

In this paragraph, write one or two sentences telling what your placement taught you about this type of business. Finally say what you enjoyed most about your placement.

One sentence making a thank you statement.

Sincerely,

 *Sign your full name here in pen*

Your Name

Work Experience Student

Handsworth Secondary School