

Sample Thank You Letter Template

Return 2-4 times

[Your Name]
[Street Address]
[City, Province, Postal Code]

Return 2-4 times

[Date]

Return 2-4 times

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, Province, Postal Code]

Return 2-4 times

Dear [Recipient Name]:

In this paragraph, express your appreciation for the opportunity to do a work experience at their business. Remember to mention any staff member(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.

Thank you for giving your time. I hope that at some point I may be able to call upon you for a reference in the future.

Return 2-4 times

Sincerely,

Return 3-5 times for your written signature

[Your Name]
Work Experience Student
[School]