

Writing a Proper Thank You Letter

- 1.) **Greet the Employer:** Dear Mr. Rose,
- 2.) **Express Your Gratitude:** I am so grateful for the experience of working at your establishment.

Do NOT start with (or use) the words “I just wanted to...”

- 3.) **Discuss Use:** I know this work experience will help me in the future because now I realize how important it is to ... (appreciate everyone that works at a job, including each of the workers.)
- 4.) **Mention the Past, Allude to the Future:** You were very kind to me from the day I started. I look forward to my future employment now because of this experience.
- 5.) **Grace:** Thank you again for the gift of your time and the sharing of experience that you gave me.
(It's not overkill to say thanks again. So say it.)
- 6.) **Regards:** Best wishes to you, YOUR NAME (Sign in ink)
Then **sign** your name and you're done.

PS: You may include: “If you haven't sent back my work evaluation, please do so before you forget about me! SBMS needs it for my grade.”

Remember:

Be sincere and write promptly. Include a "How are you?"

Use your best vocabulary and spelling.

Write from the heart. Express genuine gratitude.

Use expressions that are natural to you. Keep it brief and to the point.

Don't forget to include the date.

In thank-you notes, be appreciative and say something specific about the job. Tell what you liked about it and what you learned. *Example: “I enjoyed interacting with the patrons and I really appreciated you teaching me how to use the cash register.”*

Above all, be gracious.

Have a parent carefully proofread your letter – IT MUST BE PERFECT.

Once proofed, send the letter to your employer.

Provide Whitney with a copy of your Thank You letter.

A Business Letter Format found on the next page....

Your Thank You Letter – A Business Letter Format:

Please follow this guide for writing a letter.

(**note:** Your letter should be spread out on a full page.)

(See enclosed example of a Thank You letter on the next page.)

2300-A Garden Street
Santa Barbara, CA 93105
DATE (Example: November 27, 2008)

Name of Employer
Name of Business
Mailing Address (Street or PO Box)
City, state, Zip Code

Dear Mr. / Mrs. / Ms. _____, (last name here)

(The body of your letter goes here.

This part should be several paragraphs.)

(See enclosed example of a Thank You letter on the next page.)

Sincerely,

(Leave a blank space here, so you can **sign your name here**, neatly, in **ink**)

Your Name (typed: First then Last. Example: Ace Ventura)

682-2989 (Use this SBMS phone number, to protect you.)

p.s. If you have not sent my evaluation back to Santa Barbara Middle School, please do it soon. It is an important part of my grade and I look forward to reading your honest evaluation of my work week.

Thank you, (your name)

2300 A Garden Street
Santa Barbara, CA, 93105
December 1, 2003

Mr. Adam Holdren
Cold Stone Creamery
5718 Calle Real Rd.
Goleta, CA, 93117

Example of a
well written
Thank-You letter

Dear Mr. Holdren,

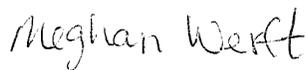
I just wanted you to know that this was the greatest experience in life that I have had for a long time. I never really knew that you could have fun at work, but working at Cold Stones showed me that you can have fun while working. You taught me so much about working with people and making them happy. When I walked into Cold Stones a year ago I would have never dreamed that I would get the opportunity to actually work there.

I was very nervous when I first came into Cold Stones on the first day because I didn't know what to expect, but I started to feel comfortable right away. All of the other employees were extremely patient while I learned the basic skills of this job. Also I would like to thank you for teaching me so much and allowing me to have so many privileges during my working time.

I really enjoyed working with everyone and I am so sorry that I missed a few days of work, but I would love to make it up. I had some trouble at first with making the waffle cones, because it seemed that every time I started to make a cone, a customer came in and ordered. But I loved serving the customers and seeing the smiles on their faces when they took the first bite of their ice cream. I also enjoyed working with the staff because they were all so wonderful and patient while I learned, and friendly and nice when I caught on. Everyone was amazing and made me feel like I really was an employee there. I was really sorry when the week was over.

Thank you so much for this opportunity it was an incredible chance that you to gave me. You were so generous this past week and the week before for letting me have the job. When I came in for my interview I could see that I was going to like this job for sure. I really enjoyed working with you and many others, and I would just like to thank you for giving me the chance to work alongside you this past week. It was truly a wonderful time. Thanks again.

Sincerely,



Meghan Werft
682-2989

p.s. If you have not sent my evaluation back to Santa Barbara Middle School, please do it soon. It is an important part of my grade and I look forward to reading your honest evaluation and feedback of my work week. Thank you.

2300-A Garden Street
Santa Barbara, CA 93105
November 30, 2003

Example of a
well written
Thank-You letter

Kenneth Acklin
Bicycle Bob's
15 Hitchcock Way
Santa Barbara, CA 93105

Dear Mr. Kenneth Acklin,

Working at Bicycle Bob's was really enjoyable. It is going to be one of the most - memorable experiences in all of my life. I couldn't have imagined what it was going to be like to have a job before working there. I didn't just have fun, I also learned a lot about what work is like, how to work, and all about bikes and bike shops.

One thing that I learned is that working hard isn't always the best. Neil taught me that working smarter is better than working harder. He also taught me how to change a tire "The correct way." Even though it took five tries, it was still helpful. It was hard to follow all of the instructions everyone told me because there were so many, but I got used to it. After a while things got a whole lot easier.

Every work day to me was like going to a really fun school. I would get there, get ready for the day, and right away get started. I got used to that schedule after the first day, and after I got used to it, the whole thing just got more and more fun. Every once and a while I would get a *really* fun job to do like; one day I got to take apart a bike, and on another I got to test a bike. I think getting to work with bikes, bike lovers, and bike experts was the best experience possible. Even so, I don't think I had a specific highlight in this job.

The reason I didn't have a specific highlight was because all of the days were the same; work, fun, more fun, and more fun. Did I mention fun *in* the work? The whole experience was a highlight, without a single break. The main thing that made it a highlight was working with the people. They all work really hard, and yet are still fun to be around. If you were to write a whole story about my life, and each experience was a different paragraph, there would be a whole paragraph highlighted.

Any way, what I am trying to say is; thank you for the wonderful experience that you let me have this past week, I will never forget any of it. I might even think about working there some time in my life. When the time comes, we will see.

Sincerely,



Cole Denkensohn
682-2989

p.s. If you have not sent my evaluation back to Santa Barbara Middle School, please do it soon. It is an important part of my grade and I look forward to reading your honest evaluation and feedback of my work week. Thank you.