

## EXAMPLE - WORK EXPERIENCE THANK YOU LETTER

*This letter should only be used as a guide – feel free to make it more detailed/personal if you wish.*

*A formal letter of thanks means a great deal to an employer. Many keep them as examples and even display them on the walls. Feedback for the employer is very important. If you leave them with a good feeling, they are more likely to take a student on the placement next year. The way you treat the employer is very important and could have lots of spin-offs – good and bad!*

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*Your address*

*Company address*

*Date*

*Dear “persons name”*

I am writing to thank you for providing me with the opportunity to carry out my work placement with your company.

I enjoyed the experience a great deal and found it very interesting. It gave me a good insight into the type of work involved in a “*type of business*”. I particularly enjoyed  
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Once again, thank you for your help and encouragement. I would be most grateful if you would also pass on my thanks to all of the other people who helped me during the week.

Yours sincerely

*“Sign your name”*

*“Print your name”*

Now complete an envelope and post it or take it to the main office to post.