

SAMPLE THANK YOU LETTER

Address (begin on line 6)

Burlington, ON

Postal Code

Date **(Last day of Placement — month, date, year)**

(Leave 6 blank lines between the date and your supervisor's name,)

Supervisor Name **(With Title - i.e., Mr., Ms., Mrs., Miss or Dr.)**

COMPANY NAME

Address

Burlington, ON

Postal Code

(Leave one blank line)

Dear **(Supervisor's Last Name with Title)**

(Leave one blank line)

My co-op placement comes to an end on **(last day of placement)**. Add 2 more sentences with respect to the placement.

(Leave one blank line)

I would like to thank you for the opportunity you have given me to expand my skills and knowledge at **(name of placement)**. I feel this opportunity has been **(beneficial, rewarding, interesting, challenging)**. During my time here I have learned **(describe all of the skills you have learned at your placement)**.

(Leave one blank line)

You can choose three of the following statements to create the last paragraph:

- I appreciate your kindness, patience and guidance.
- You have been a great mentor for me throughout this semester.
- I have enjoyed working with you very much.
- I hope this opportunity helps me find full time employment
- I hope to follow this line of work in the future

(leave one blank line between the last paragraph and the complimentary closing)

Yours truly,

(Leave 4 — 6 blank lines to allow you to sign your name here)

Your Name typed

NOTE: Use only one sentence in each paragraph that begins with "I".

**CO-OPERATIVE EDUCATION
SUMMATTVE EVALUATION**

THANK YOU LETTER& ENVELOPE

Student _____

CRITERIA	MARK
Return Address (address, city, ON, postal code)	/3
Current Date	/1
Name & Address of Recipient (employer)	/3
Salutation (Dear)	/1
Includes 3 Paragraph	/1
1st Paragraph	
Correct date of last day of placement	/1
2 sentences with respect to placement	/2
Well written	/2
2nd Paragraph	
First 2 sentences are complete	/2
Identifies at least 3 skills you have learned	/3
Well written	/2
3rd Paragraph	
Includes at least 3 sentences	/3
Well written	/2
Includes Complimentary Closing (sincerely)	/ 1
Name Keyed	/1
Signature in correct place	/1
Formatting	
Correct spacing for each part	/5
2 spaces after a period	/3
All text Left Aligned (including beg. Of paragraphs)	/ 1
ERROR FREE (spelling & grammar)	/5
No more than 1 sentence beginning with "I"	/1
Envelope	
• Supervisor's Name	/1
• Company Name	/1
• Complete Address	/3
• Correct Spot on Envelope	/1
• Return Address (top left hand corner)	/1

TOTAL MARK
(Communication)

/ 50