

THANK YOU LETTER

A thank you letter must be written to your sponsor near the end of your placement hours. You should use correct letter format (see example). The letter should express your gratitude for the opportunity that the sponsor has given you. The letter will be placed inside a North Peace secondary card and be mailed or delivered to the sponsor once it is edited.

Your name
Your address
Including postal code

Date

Sponsor's company name
Address
Including postal code

Dear (Name of your sponsor):

Paragraph 1

Thank you for your time and support in providing me with the opportunity to complete a work experience at _____ (Maybe mention 1 or 2 memorable experiences)

Paragraph 2

Was it a valuable experience?

Did you learn anything?

(Mention some new skills you have learned or some new info you discovered)

Paragraph 3

Follow up with any information the sponsor may need if you are hoping to become a paid employee in the future. OR, you can thank them once again and maybe ask if they would be a reference in the future.

Example: I really enjoyed my time at your place of business, and would like for you to consider me for any future job openings that may come up...I am available these days and times. Thank you again for sponsoring me.

Yours truly,

(leave 4 spaces for Signature)

Type your full name