

## **THANK YOU LETTERS**

Why do I need to do this now?

- Follow up is extremely important.
- It is a nice gesture at the end of a placement.
- Employers we find for you are volunteering their time out of their work schedule to help you and we like to acknowledge the employer for their time.

***We will be sending your thank you letter at the end of the placement along with one from Seycove.***

Assignment:

Prepare this 'template' so you have it on file to use after your placement.

1. Make a COPY of your COVER LETTER
2. Remove paragraphs 1-3
  - a. Replace those with the paragraphs 1-3 in this sample (type as you see it)
3. Remove 'Enclosure' and replace with:

Work Experience Student  
Seycove Secondary School
4. HAND IN YOUR ERROR FREE THANK YOU LETTER

**Sample Thank You Letter Template**

Hit Return 2-4 times

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

Hit Return 2 times

March 9, 2020

Hit Return 2 times

Mr. Robert T. Smith  
Human Resources Manager  
The Gap Stores Ltd.  
6273 Marine Drive  
Park Royal North  
West Vancouver, BC, V7J 2K9

Hit Return 1 times

RE: (reason you are writing)

Hit Return 2 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.

Hit Return 2 times

Sincerely,

Hit Return 3 times for your hand written signature in blue ink

[Your Name]

Work Experience Student

Seycove Secondary School