**Thank-you Letter Example for Work Experience**

Date

Contact Person, Title/Position (e.g., Ms. Williams, Manager)

Company Name

Street Address

City, Province, Postal Code

Dear Contact Person (e.g., Ms. Williams):

I wish to thank you and your staff for a very enjoyable and valuable work experience. (Speak from the heart and express your thanks to whoever helped to make your experience a positive one.)

In this paragraph, give details about what you learned and how this experience has helped you in terms of exploring your career options. Keep it positive, even if you now know that you will not pursue a career in this area.

In the final paragraph, re-state your appreciation. Include a personal statement such as appreciation for being hired with the company, or an example of something you are particularly thankful for.

Yours sincerely,

(Sign your name here)

Print your full name here (first and last)

Contact Information (either your phone number, email address, or mailing address)

**Note:** Be sure to centre the letter horizontally on the page. If you prefer to send a card, that is fine. You need to give a copy of the thank-you letter or card to Dr. Dean for your file.