

Name: \_\_\_\_\_





# CoOp Thank-You Letter

Write a thank-you letter to your worksite supervisor and attach it to your final weekly log sheet. This letter will accompany the CoOp Appreciation Certificate to be given to your CoOp employer/supervisor.



Use the CheckList below to be sure to include all the "ingredients".

<i>Thank-You Letter</i> CheckList		
▪ Date		
▪ Name of Business		
▪ Supervisor's Name		
▪ Address & Postal Code		
▪ Dear < Supervisor's Name >		
▪ Body of Letter		
○ Say "thank you" for the co-op experience		
○ Give at least 2 examples of things that you learned		
○ Give at least 2 examples of how your co-op placement supervisor helped you		
○ Include a "highlight" from your co-op placement		
▪ Use "Yours sincerely," at the bottom of the letter before your signature		

June 16, 2003

Dear \_\_\_\_\_ (employer's or supervisor's name)

Thank you for accepting me as your CoOp student at \_\_\_\_\_ this term. I learned to \_\_\_\_\_ and \_\_\_\_\_. You helped me \_\_\_\_\_ and \_\_\_\_\_. I will always remember \_\_\_\_\_.

Your time and help were greatly appreciated and I benefited from the chance to learn new skills under your direction.

Sincerely,

(your signature)