

## Writing a Proper Thank You Letter

- 1.) **Greet the Employer:** Dear Mr. Rose,
- 2.) **Express Your Gratitude:** I am so grateful for the experience of working at your establishment.
- 3.) **Discuss Use:** I know this work experience will help me in the future because now I realize how important it is to ... (appreciate everyone that works at a job, including each of the workers.)
- 4.) **Mention the Past, Allude to the Future:** You were very kind to me from the day I started. I look forward to my future employment now because of this experience.
- 5.) **Grace:** Thank you again for the gift of your time and the sharing of experience that you gave me.  
(It's not overkill to say thanks again. So say it.)
- 6.) **Regards:** Best wishes to you, YOUR NAME (Sign in ink)  
Then ***sign*** your name and you're done.

*PS: You may include: "If you haven't sent back my work evaluation, please do so before you forget about me! SBMS needs it for my grade."*

### **Remember:**

Be sincere and write promptly. Include a "How are you?"

Use your best vocabulary and spelling.

Write from the heart. Express genuine gratitude.

Use expressions that are natural to you. Keep it brief and to the point.

Don't forget to include the date.

In thank-you notes, be appreciative and say something specific about the job.

Tell what you liked about it and what you learned. *Example: "I enjoyed interacting with the patrons and I really appreciated you teaching me how to use the cash register."* **Above all, be gracious.**

**Have a parent carefully proofread your letter – IT MUST BE PERFECT.**

**Once proofed, send the letter to your employer.**

**Provide Whitney with a copy of your Thank You letter.**

**A Business Letter Format found on the next page....**

## Your Thank You Letter – A Business Letter Format:

Please follow this guide for writing a letter.

(**note:** Your letter should be spread out on a full page.)

(See enclosed example of a Thank You letter on the next page.)

2300-A Garden Street  
Santa Barbara, CA 93105  
DATE (Example: November 27, 2008)

Name of Employer  
Name of Business  
**Mailing Address** (Street or PO Box)  
City, state, Zip Code

**Dear Mr. / Mrs. / Ms. \_\_\_\_\_, (last name here)**

(The body of your letter goes here.)

This part should be several paragraphs.)

(See enclosed example of a Thank You letter on the next page.)

**Sincerely,**

(Leave a blank space here, so you can **sign your name here**, neatly, in **ink**)

**Your Name** (typed: First then Last. Example: Ace Ventura)

**682-2989** (Use this SBMS phone number, to protect you.)

p.s. If you have not sent my evaluation back to Santa Barbara Middle School, please do it soon. It is an important part of my grade and I look forward to reading your honest evaluation of my work week.

Thank you, (your name)