

THANK-YOU LETTER TEMPLATE

2” Top Margin

Date

(Down 4 lines)

Name of Job Shadow Supervisor

Title of Job Shadow Supervisor

Address of business

(Double Space)

Dear **(name of job shadow supervisor)**,

(Double Space)

Thank you for giving me the opportunity to shadow you in your daily duties with **(company name)**. This not only fulfilled one of my graduation project requirements, but also provided me with valuable experience toward my goal of becoming a **(job title)**.

(Double Space)

I found it interesting to learn more about your and your position of **(job title)**. The most interesting thing I learned was **(fill in what you learned from your visit—include future educational goals, plans, etc.)**.

(Double Space)

Again, thank you for helping me with my career exploration.

Sincerely,

*****(Signature in black or blue ink)*****

(Down 4 line)

(Your name-typed)

(Your Address)