

Work Experience Thank-You Letter

9484 – 122 Street
Surrey, BC V3V 4M1

Date _____

Name of Person you reported to
Company Name
Address
City, BC Postal Code

Dear _____:

I would like to thank you for my recent Work Experience at _____
(*company name*). I enjoyed my placement and the opportunity to learn more about your
company.

This experience taught me (*more about teamwork, customer service and what the working
world is like*). I really appreciated (*how supportive and friendly you and your staff were*). I
learned (*say a few things that you learned*). These lessons will help me with my future career
goals.

Thanks again for everything.

Sincerely,

Your Signature

Type your First and Last Name