



CAREER SHADOWING WEEK

SAMPLE THANK YOU LETTER & ENVELOPE

Current Date (Month/Day/Year)

Your workplace Host's Name
Your workplace Host's Title
Your workplace Host's Department
Street Address
Suite, Floor or Room Number
City/State/Zip Code

Dear (Mr., Ms., or Mrs. workplace Host's Last Name):

Paragraph 1: Thank your workplace Host for his or her time and helpfulness.

Paragraph 2: Tell him or her why the experience was important to you. Share some of the things you learned through your experience.

Paragraph 3: Add anything else you would like to say.

Sincerely,

Your signature in blue or black pen

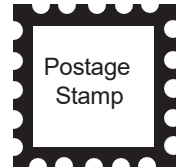
Type or print your name
Your Street Address
Your City/State/Zip Code



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SAMPLE THANK YOU LETTER & ENVELOPE

Sender's Name
Street Address
City, State, Zip Code



Recipient's Full Name
Street Address
City, State, Zip Code