

NOTE: CHANGE TEXT IN RED TO PERSONALIZE THE THANK YOU LETTER!

Your address here
123 Any Street
Vancouver BC
V6K 1A1

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

If you bring this letter to your WEX teacher, the school can mail it for you!