THANK YOU LETTER

It is appropriate to send a letter to your employer immediately following completion of your Work Experience/ Voluntary Work.

Sending a letter of thanks will leave your employer with a good impression of you. It helps solidify the network of people you are developing, shows common courtesy and business manners and may open the door for future employment.

7 Broadwood Avenue,
Clonsilla,
Dublin 15

4 November 2014

Dear Mr. Walsh,

Thank you for the opportunity of working with you and the staff of/ at (*name of company*) for the past ten Fridays of my Transition Year Work Experience Placement.

I gained many new…….. *(for ex.) communication and business etiquette* ……. skills while employed/ working with you which I am sure will be useful to me in the future. I particularly enjoyed my time……. *(for ex.) interacting with customers.*

Again, thank you for providing me with my *work/ voluntary placement* and for the effort you and your staff made to make it a positive experience.

Yours faithfully,

Kerry Smith

Now get an envelope, get a stamp (in the Post Office opposite TGI Fridays) and post your letter in a post box.