

## **SAMPLE THANK YOU LETTER**

If you are using a computer,  
type your name, address,  
phone and email information here

Date  
Name Company  
Address  
City, State Zip Code

Dear \_\_\_\_\_,  
Thank you for allowing me to learn more about your profession. I enjoyed my job-shadow experience. This experience will help me with future career decisions.

Personalize the letter with comments about the job shadow experience. Such as  
I really liked .....  
I gained information about .....  
The most interesting part of my job shadowing experience was ....

Sincerely,

(Type your name and sign in the space above it)