

EMPLOYER THANK YOU LETTER ASSIGNMENT # 9

Instructions:

1. Write a draft thank-you letter to your employer
2. Hand in your rough draft to the co-op teacher to proof read and make any necessary corrections
3. Make two copies; one for evaluation and one for your employer

FOLLOW PROPER "LETTER FORMAT" OUTLINED BELOW

Your street address **NOTE:** Font size 11pt., Aerial or Times New Roman, *not italic.*
City, Province
Postal Code

Date

Employer, Street Address
City, Province,
Postal Code (use business card for all the correct details)

Dear (Your employer's name): (Dear Mr., Mrs., or Ms., use their first name if appropriate)

Re: My Co-op Experience

1st Paragraph – Formerly thank your employer for the valuable opportunity to work with Their company or organization, etc.

2nd Paragraph – Talk about what you learned specifically and how valuable it will be to You in your future.

- Refer to specific skills you have learned and how your employer has helped you learn them.
- Mention any other staff members who have been particularly helpful as well.

3rd Paragraph – Talk about your future plans and how the skills you mentioned above apply.

- Comment on how your co-op experience has helped you in planning your future career.

4th Paragraph – Thank them again and show appreciation for how generous they have been with you with their time and efforts.

- Encourage them to continue to support the co-op program since it has been wonderful for you.

Yours truly,