

## Thank You Letter Format

Use block format, everything left aligned with an enter between paragraphs, no indents. When writing a thank you letter, keep your letter concise, specific, and focused. Use a plain font like Arial or Times New Roman. Select a font size of 10-12 points.

*Your contact information:*

Your Full Name

Your Address

Your City, BC (4 spaces) Postal Code

Your Phone Number

Your Email Address

(4 enters)

Date

(4 enters)

*Contact Information: (The person you are writing to)*

Name, Title

Company

Address

City, BC (4 enters) Postal Code

(1 enter)

Dear Mr./Ms. Last Name

(1 enter)

The **first paragraph** of your letter should thank the hiring manager for lettering you do your work experience at their business/organization.

(1 enter)

The **second paragraph** of your thank you letter should include the specific reasons why you are thankful for doing your work experience at their business/organization.

Describes three specific pieces of knowledge and/or skills that you learned during your work experience and how you were able to learn them.

(1 enter)

In your **closing paragraph**, reiterate your appreciation for having the opportunity to complete your work experience at their business/organization. Explain how your experience will help you in your future.

(1 enter)

Yours truly

(4 enters) *Signature will go here*

Your first and last name, typed.

Email a copy of your thank you letter to your Work Experience supervisor for proofreading.