

Sample Thank You Letter

Emily Smart
412 Dobson Hall
1200 Greenwood Avenue
Plattville, WI 53818-3099

February 8, 2010

Mr. Eric Bradley
217 Grace Street
Dodgeville, WI 53533

Dear Mr. Bradley:

Thank you for taking the time out of your busy work schedule to provide me the job shadowing experience on February 4, 2010.

I found the tour of the facility and the career related information you shared to be very valuable. Being able to talk to other accountants helped me realize my career goals and the kind of company I would like to work for some day. I specifically enjoyed attending a staff meeting to experience some of the everyday issues that can arise in an office setting. Thank you for answering all of my questions; the information was very educational.

I thank you again for your generosity and patience in helping me explore my career path.

Sincerely,

Emily Smart