**[WORK EXPERIENCE THANK YOU LETTER]**

[Your Name]

[Street Address]

[Suburb, State, Postcode]

June 23, 2014

[Contact Person]

[Title/Position]

[Company Name]

[Street Address]

[City, State, Postcode]

Dear [Contact Person eg Mr Smith]

[Thank your employer – for eg ‘I wish to thank you and your employees (if applicable) for giving me the opportunity to undertake work experience and for making my work experience so enjoyable over the last week].

[In this next paragraph- write what aspects of the work experience placement you liked and what you learnt].

Again, thank your employer for their time and effort.

Yours sincerely

[Sign your name]

Print your name underneath your signature