



- This is a group activity
- This is an individual student activity
- (Teacher to indicate)

Thank you letter instructions:

Students are to prepare a formal business-style thank you letter (A4) to be emailed to the teacher, who will send it as an email attachment to the Work Inspiration Host Employer/Industry contact.

Completed letter to be returned to by

Teacher Date

THANK YOU CONTENT STEPS

- 1. Greet the employer:** Start the letter with 'Dear', then add their title and name (for example – Dear Mr Smith)
- 2. Opening:** Express your gratitude for the opportunity to participate in Work Inspiration and include your school name and the name of the organisation/industry and the dates of the program you attended.
- Do NOT start with (or use) the words "I just wanted to..."**
- 3. Body of letter:** Here you mention the highlights of your experience, your Key Learning Points (as identified in your Reflection activity) and how the experience helped you. Include what you learnt about the employer or occupation, and what you learned about yourself.
- 4. Special mention:** If any employee or mentor was particularly helpful or inspiring, mention them here.
- 5. Closing:** Thank them again for their time and effort in organising the program and sharing the story of their career journey.

(It's not overkill to say thanks again.)
- 6. Regards:** Best wishes, Sincerely or Regards, YOUR NAME , date and you're done.

Remember:

- Be sincere and write promptly. Use correct punctuation and grammar and check your spelling.
- Write from the heart. Express genuine gratitude.
- Use expressions that are natural to you. Keep it brief and to the point.
- Don't forget to include the name of the school and the Work Inspiration completion date.
- In thank you notes, be appreciative and say something specific about the program. Tell them what you liked about it and what you learned.
- Above all, be courteous.
- Have a parent carefully proofread your letter – IT SHOULD BE PERFECT.
- Once proofed, follow the instructions at the top of this template.
- See suggested letter format page 2. →**
- (Note: Your letter should be set out in paragraphs.)

LETTER TEMPLATE

Date of letter (eg 1 January 2014)

Contact Person

Title/Position

Company Name

Street Address

SUBURB STATE Postcode

Dear Mr / Mrs / Ms _____, (last name here)

Opening here - something like ...I was so grateful for the opportunity to participate in your Work Inspiration program from (date) to (date).

Body of your letter goes here.

This part should be several paragraphs.

Special mention paragraph here.

Closing and repeated thanks paragraph here.

Best wishes, Sincerely or Regards

(Letters usually include a signed-in-pen signature. If you are able, include an electronic signature here, in ink)

Insert your name (typed: First name then Last name. (for example: John Brown)

Name of school

Date of completion