

Thank You Letter

Start at 2.3"

234 Maple Street
Eugene, OR 97401-4321
June 25, 20—

Your Street Address
City, State Zip
Today's Date



Mr. R. B. Evans, Manager
Magna Music Company
2345 Main Street
Eugene, OR 97401-0013

Name of Supervisor, Mentor, or Owner you would like to thank
Company Name
Company Street Address
City, State, Zip

DS
Dear Mr. Evans

Address to your supervisor, mentor, or owner

Thank you so much for the opportunity to work at your establishment and gain valuable work experience. I would also like to thank you for allowing me to work and receive high school course credit through the work-based learning program at Washington County High School.

Throughout this year, I have learned a great deal about the world of work and balancing my personal life with working. You have taught me not only the skills necessary to work at any music company, but you have also provided me with life skills which allow me to grow not only as an employee but as a person.

Again, I just wanted to take this chance to thank you for giving this opportunity.

DS
Sincerely yours



Terence B. Adams

Your Name

Alter the paragraphs to express your appreciation and show your gratitude.