

## JOB SHADOW THANK YOU LETTER EXAMPLE

Source: Tigard-Tualatin School District

In the business world it is important to thank a person who has allowed you to participate in a Job Shadow experience. A thank you note does not have to be lengthy; try to personalize it. Your letter/note could be handwritten and should be mailed within three days after your activity.

DATE

Dear (Name of person you job shadowed).

Thank you again for taking time to allow me to job shadow on (the date). I found it interesting to learn more about you and your (job, career, industry, company, department).

The most interesting thing that I learned was \_\_\_\_\_.

Again, thank you for helping me with my career exploration.

Sincerely

Your name

Your school name

IN THE THANK YOU LETTER, BE NEAT and PAY ATTENTION TO SPELLING, NEATNESS, AND GRAMMAR