

9484 - 122 Street  
Surrey, BC V3V 4M1

Date \_\_\_\_\_

Name of Person you reported to  
Company Name  
Address  
City, BC Postal Code

Dear \_\_\_\_\_:

I would like to thank you for my recent Work Experience at

\_\_\_\_\_  
(company name). I enjoyed my placement and the opportunity to learn more about your company.

This experience taught me (more about teamwork, customer service and what the working world is like). I really appreciated (how supportive and friendly you and your staff were). I learned (say a few things that you learned). These lessons will help me with my future career goals.

Thanks again for everything.

Sincerely,

Your Signature

Type your First and Last Name