

Thank-You Note: Final Draft Directions

1. Your WBL Coordinator will provide you with a Thank-You Card – It should be located on the counter-top where you sign-out each day.
2. Review the edits and suggestions made by your WBL Coordinator on your Thank-You Note Rough Draft.
3. Make the appropriate corrections.
4. Transfer your draft to the Thank-You Card – be sure to use your best handwriting. Pay close attention to spelling, grammar, capitalization, and punctuation.
5. You will address the envelope, so you must get the address of your employer. Please see the example below! This is what the envelope would look like if Mrs. Parker were to address an envelope to her employer. On the top left is the return address (the name and address of the sender). On the bottom center is the name and address of the employer.

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