Thank-You Note: Rough Draft Template

April , 2015

Dear Mr./Ms./Mrs. :

*In the first paragraph tell your employer/mentor what you have learned on the job, while participating in the Work-based Learning program. (2-3 sentences)*

*In the next paragraph, thank them for allowing you have this valuable experience. Explain what it has meant to you. (2-3 sentences)*

*Select an appropriate closing:*

*Sincerely,*

Only choose 1 closing

*Thank you,*

*Other,*

*Sign Your Name*

**Directions: Type the rough draft of your Thank-You Note in the box below using the guide above. Use good grammar and correct capitalization and punctuation. Your draft will be edited by your WBL Coordinator. You will be given a card to hand-write your final copy, next month.**