

THANK YOU LETTER ASSIGNMENT

Date Due: _____

Mark = /10 (Communication)

You only need to submit a rough draft – this can either be typed or hand written.

A good copy must be written in a card, the envelope must be addressed to your employer and hand delivered to them before the end of your Co-op placement!

When your Co-op experience nears completion, etiquette dictates that you should thank your employer.

What is the purpose?

To formally thank your employer for the opportunity to explore your career at their workplace

Who?

Start with your direct employer and work your way down the line to individuals you worked with and who particularly helped you. It is a good idea to mention specific names where possible

What?

Open the letter/card with a Thank You. Then comment on how your Co-op experience has helped you to make your career choice

Format?

A formal letter or a formal thank you card is acceptable.

****Note that you submit the rough draft of the letter. The Co-op teacher will proof the letter for you and make necessary corrections. Once you have written the letter/card in good, you can address the envelope and hand deliver it personally to your employer sometime before the end of your work term!**