**Thank you Letter Template**

Address (begin on line 6) (This address also needs to be on the top left corner of the envelope)

Fredericton, NB

Postal Code

Date (Last day of Placement – Month, date, year)

(Leave 6 blank lines between the date and your supervisor's name)

Supervisor's name (With title – i.e., Mr., Ms., Mrs., Miss, or Dr.)

Company Name (This address also needs to be on the envelope)

Address

Fredericton, NB

Postal Code

(Leave one blank line)

Dear (supervisor's last name with title),

(Leave one blank line)

My Co-op placement comes to an end on (last day of placement). Add 2 more sentences with respect to the placement.

(Leave one blank line)

I would like to thank you for the opportunity you have given me to expand my skills and knowledge at (name of placement). This opportunity has been (beneficial, rewarding, interesting, challenging). During my time here I have learned (describe all of the skills you have learned at your placement).

(Leave one blank line)

You can choose three of the following statements to create the last paragraph:

* I appreciate your kindness, patience, and guidance.
* You have been a great mentor for me throughout this semester.
* I have enjoyed working with you very much.
* I hope this opportunity helps me find full employment.
* I hope to follow this line of work in the future.

(leave one blank line between the last paragraph and the complimentary closing)

Yours truly,

(Leave 4-6 blank lines to allow you to sign your name here)

Your typed name

**Note: use only one sentence in each paragraph that begins with "I".**

**See the rubric on the next page**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Criteria** | **Mark** |
| Return address (street, city, postal code) | **/2** |
| Correct date | **/1** |
| Name & Address of Employer | **/2** |
| Salutation (Dear) | **/1** |
| Includes at least 3 paragraphs | **/1** |
| **Paragraph 1:**  Correct date of last day of placement  2 sentences with respect to placement  Well written |  |
| **/1** |
| **/2** |
| **/1** |
| **Paragraph 2:**  First 2 sentences are complete  Identifies at least 3 skills you have learned  Well written |  |
| **/1** |
| **/2** |
| **/1** |
| **Paragraph 3:**  Includes at least 3 sentences  Well written |  |
| **/1** |
| **/1** |
| Includes Complimentary closing (Sincerely) | **/1** |
| Signature in proper location | **/1** |
| Name typed at bottom | **/1** |
| **Formatting:**  Correct spacing for each part  2 spaces after a period  All text left aligned  Error free (spelling & grammar)  No more than 1 sentence per paragraph that begins with "I" |  |
| **/1** |
| **/1** |
| **/1** |
| **/1** |
| **/1** |
| **Envelope:**  Supervisor's name  Company Name  Complete address  Correct location on envelope  Return address (top left corner) | **/5** |
| **Total** | **/30** |