



**ALBANY HIGH SCHOOL
CAREER & TECHNICAL EDUCATION**

99 Kent Street • Albany, New York 12206 • 518-475-6400 • www.ahscte.com



Work Based Learning: Thank You Note

A thank-you note is the expected form of appreciation in many families and cultures. It is considered common courtesy to send a thank-you note to individuals.

The same is true in the business world. People like to be thanked for their time and effort. Your job shadow host volunteered their time for you to be able to go into the workplace. They invested their personal time in preparing activities and demonstrating job skills because they care about your future. The hosts still had to meet their own job deadlines. A thank-you note will show your appreciation. It also builds good relationships with the workplace so other students will be invited back for a job shadow in the future.

1. Your letter will be one to two paragraphs long and should include no more than three short messages, such as:
 - a. Thank you for your time....
 - b. The most important thing I learned was....
 - c. What I enjoyed the most was....
2. End your letter with either “thank you” or “sincerely” and then sign your name
3. Put your letter in an envelope that is stamped and addressed. Do not seal the envelope.
4. Give your thank you letter to your teacher to read and approve. Send it immediately.

Sample Letter:

March 22, 2015

Mr. Cosmo G. Spacely, President
Spacely Space Sprockets
777 Skyway Boulevard
Orbit City, NY 12206

Dear Mr. Spacely:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at Spacely Space Sprockets. Your employee, George Jetson, was a great mentor and was very patient with all of my questions

Last night, I talked to my family about my experience at Spacely Space Sprockets. I became more convinced that I want to become a Sprocket Engineer. I am glad Mr. Jetson gave me ideas about which classes I should take while in school. I plan to take more math and computer classes next year as he suggested.

Thank you again for giving me this valuable learning experience.

Sincerely,

Sam T. Student

Sam T. Student
Albany High School