

THANK YOU NOTE TEMPLATE

CARDS AND ENVELOPES ARE AVAILABLE IN MRS. Z'S OFFICE.
RETURN COMPLETED NOTE AND ENVELOPE TO MRS. Z NO
LATER THAN 1 WEEK AFTER YOUR JOB SHADOW.

WRITE CLEARLY AND LEGIBLY!

Dear [Contact Person's Name],
I wanted to thank you for allowing me to job shadow at [Company Name] on [date]. I truly enjoyed learning about [specific aspect of the job or department] and getting a firsthand look at what you do. It was a great experience that gave me valuable insights into [career/industry].

I appreciate the time you took to answer my questions and show me around. The skills and advice you shared will definitely help me as I think about my future career path.
Thanks again for this opportunity.

Sincerely,
[Your Name]

ADDRESSING THE ENVELOPE

The diagram shows an envelope with three main sections labeled with colored lines:

- Return Address:** A red box on the top left containing the text: YOUR NAME, STREET ADDRESS, CITY, STATE ZIPCODE.
- Stamp:** A green box on the top right containing an image of a USA postage stamp.
- Address:** A purple box in the center containing the text: Recipient's Full Name, Business Name, Street Address, City State Zip Code.