

Name  
School Address

Contact Name  
Company Address  
Address 1  
Address 2  
Address 3  
Postcode

Date

Dear **Contact Name**

Thank you very much for giving me the opportunity to do my work experience placement at **[name of workplace]**.

I thoroughly enjoyed my time especially **[write what you felt was the best part of the experience – some positive comments. You may want to include comments on...what you learned about the occupation and/or what you gained from the experience]**

I feel that it will help me with my future career plans as it helped me to understand what working life is like.

I found the staff very helpful and friendly but would particularly like to **thank [insert name of person you worked most closely with]** for all of the help and support **[she/he]** gave me.

I would like to thank you once again for giving me this valuable experience.

Yours sincerely

**[sign]**

**[print your name]**