

Work Experience – Thank you!

Thanking your Employers for your work experience is a lovely thing to do. A lot of hard work went into preparing your work experience placement, and a Thank You card or a simple letter means a lot to your employer who has given up their valuable time to give you a placement.

By sending a letter or a card, not only will it make you memorable but it gives you the opportunity to give your employer valuable feedback. Your feedback helps employers to develop their work experience programme for the future. You also help employers see exactly what you have learnt, and how valuable your placement was with them – after all, they want to know you've had a useful placement! If you have forgotten, you can also use this opportunity to ask your employer if you can use them for a reference when applying for colleges, 6th Forms or future employment.

Should you wish to thank your employer (and we strongly recommend you do!), we have drafted a template Thank You letter for some ideas on what you can write. Please remember this is only a draft and should be amended to thank, and tell your employer what **you** have gained from **your** placement.

You never know, they could one day be your *future employer!*

All the best 😊

The Education Business Links Team

Thank You Work Experience Letter Template

Your Name
Your Full Postal Address

Date

Contact Name
Employers Name
Employers Full Address

Dear (insert name)

I am writing to thank you for giving me the opportunity to do my work experience with you. I have really enjoyed my [week/weeks](#) with you and everyone made me feel very welcome.

I have gained a really valuable insight into [\(insert the area of work\)](#) and this will really help me with my future career options.

Thank you for giving me the chance to [\(insert what you did\)](#) this will be really useful. I have gained lots of skills and have increased my [\(insert increased skills e.g. confidence, team working\)](#).

I would love to stay in touch and if possible could I possibly use you as a reference in my future educational or career journey please?

Once again thank you for offering me a work experience placement – i've really enjoyed my week at [\(insert employers name\)](#).

Yours sincerely

Sign here

Write your full name