

WORKPLACE INTERNSHIPS MENTOR THANK YOU NOTE ASSIGNMENT (RESOURCE 04-01)

You've finished your Workplace Internship, but there is one last lesson to learn: it is always polite (and smart) to say "Thank You" to someone who has helped you.

Thank you notes and other messages of appreciation are always well received. People who have taken the time to help you feel especially good when you take a moment to let them know you're grateful for their investment in your future.

Write a letter to communicate gratitude to your mentor.

Here are some tips:

- 1) Make sure your handwriting is clear and legible. You can print or use cursive.
- 2) Use your full name and school address for the return address on the envelope.
- 3) Date the note.
- 4) Try to mention something special or memorable about the person and your experience together.
- 5) Mention that you are grateful for the opportunity to learn from your mentor and that you appreciate him/her dedicating the time to work with you.
- 6) Always proofread your note before you send it. Check for any spelling or grammatical errors.