

Name of Company
99 Douglas Drive
Munno Para SA 5115

Sample work
experience
thank you letter

5 May 2014

Dear Lynne, Adam and team

RE: WORK EXPERIENCE

I write to say thank you once again for hosting my work experience.

Work experience is an important part of my senior school studies and I appreciate the time your staff took to give me valuable experience in the workplace.

Some of the skills I practiced include... (if all else fails, write organisational skills!) I also learned that... (think about the specific skills involved in that workplace)

Please find enclosed a certificate of thanks from Mark Oliphant College.

[Optional: I look forward to... (starting my new position with you; volunteering with you in future; the possibility of completing further work experience with you in future; I am looking forward to investigating work in this field as a possible career path; etc]

Yours sincerely

Your full name