

## Thank You Letter - TY.ie

[Your Name]  
[Your Address]

This section is only if you are posting the letter, If you are emailing it, there is no need to put this information in.

[Today's Date]  
[Name Of Recipient]  
[Company]  
[Address]

Dear (Name Of Recipient),

Introduction: Start of your letter by expressing appreciation for the chance to Work in this company. Show how much you enjoyed it.

Paragraph 2: In this paragraph talk about what you did during your time in the business and what you enjoyed the most.

Conclusion: Finally, Say how helpful Work Experience in this company was and how their advice has benefited you.

Best Wishes,

Your Signature (or name for email)