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| Format of a thank you letter or email to employer:  Date  Hafa Adai Mr. or Ms. \_\_\_\_\_\_\_\_\_\_\_,  In your first paragraph, please start off with a sincere thank you and appreciation for this wonderful opportunity to do your training with your employer. State where you worked, name of your position, and total hours completed. Describe how this training is relevant to your major or program of study.  For your second paragraph, go into detail about the skills you learned and how you applied them at work. Talk about your trainer/supervisor and your training environment. Describe your most memorable experience at work, and any challenges you overcame. Please mention why you appreciate your employer and why your employer is outstanding in the industry. You can describe what you like about the company’s culture and your observations about how associates and customers are treated.  In your conclusion, give another thank you for training you. If you have a desire to work for this employer, please state it. Add anything else you want the employer to know how you felt.  Sincerely,  First & Last name |