

Host Thank-You Note



Thank-you letters are an important professional courtesy. Telling people how much you appreciate their efforts makes them feel good about what they do. It also helps you make a good impression. Use the template below to draft a thank-you letter to your host.

Date (month, day, year)

Job Shadow Host's Name, Title

Name of Company

Street Address

Suite, Floor or Room Number

City, State, ZIP Code

Dear Dr./Mr./Ms. (host's last name):

Paragraph 1: Thank your host for the opportunity to do the job shadow.

Paragraph 2: Describe some of the things you learned.

Paragraph 3: Add any additional comments and thank your host again.

Sincerely,

Your name