

Example letter to employer thanking them for your work experience placement

Put your address here

Name

Address 1

Address 2

Post Town

Postcode

(Put today's date in here)

(Put the name and address of the person you are writing to here)

Name

Address 1

Address 2

Post Town

Postcode

Dear (name of employer or contact at employer),

- Thank the employer for giving you the opportunity to work in their company.
- Recognise the time and resources they have put into supporting your placement.
- Explain how you have benefitted from the placement in terms of knowledge and understanding of the world of work, the company, the type of work you have been doing as well as the skills you have developed.
- Highlight any particular aspects of the placement you found most useful and explain how they helped you.
- If you would like to develop your link with the company, you could say that you'd be very interested in working with them again and ask them if they have any voluntary work available?
- You could ask them if they would be willing to provide you with a work experience reference that you could use in future applications to university/apprenticeships/internships.
- Finally, thank them again for giving you the opportunity to work with them.

Yours sincerely,

(Your Name)