THANK YOU LETTER

1. Heading (Return address) is centered.

2. Date is left justified.

3. Inside address (person to whom you are writing) use new NHS format.

4. Greeting, followed by a colon (:).

5. Paragraph 1
   a. Write a general sentence thanking the employer for allowing you to do an internship with (Name of business) for the (1st, 2nd or year) semester at Narragansett high School.
   b. Write a sentence that states that it was so nice of the employer to take the time for you for this learning experience.

6. Paragraph 2
   a. Explain that the internship at (Name of Company) was a very important learning experience for you.
   b. Explain in a sentence why the internship was important to you.
   c. Explain in a sentence what, specifically, you learned and how the experience has helped you in making plans for the future.

7. Paragraph 3
   a. Thank the employer, again, for the opportunity to have done an internship at (Name of Company).
   b. State that this is an experiences you will always remember.
   c. State that you hope to see them again in the future.

8. Closing (use NHS format).