

## Sample Thank-You Letter

Printed on school letterhead

Your Name School Address  
City, State, Zip  
Code email  
phone

Name of Contact Person  
Name of Host  
Site/Employer Address  
City, State, Zip

Code Date

Dear Mr./Ms. \_\_\_\_\_:

Thank you for your time and willingness to host me as a teacher extern. I observed a variety of skills and competencies that I plan to implement in my \_\_\_\_\_ class. Because of my experience with (name of site) \_\_\_\_\_ I will be more successful at helping students understand the connection between the classroom and workplace skills necessary for success.

Through my externship experience I learned \_\_\_\_\_ and will use this new knowledge to help students to be more prepared to transition to college and careers.

Sincerely,

Your Name Title