

Sample Thank You Note

- Send a personalized note by email to any staff member or supervisor with whom you worked closely with at an internship or job.
- This is a template. Be sure to make it personal and specific to you and your experience.
- Follow up with a request to connect on LinkedIn.

Hi [Name of Supervisor or Staff],

Thank you for an incredible summer at [Company/Organization Name]. I really appreciate the time and effort you put into helping me grow. Working on [specific project or responsibility] taught me so much about [specific skill or insight], and I feel much more confident because of it.

Thank you again for all the guidance and support, and for making me feel like part of the team. I'll carry what I learned here into the future and I hope we can stay in touch!

Sincerely,

[Your Name]

[LinkedIn URL]