



Instructions

Resource Activity Thank you letter to employer

Resource Includes Instructions and Template

Learning Outcome The student has the experience of preparing a formal business-style letter.

A Template for a formal letter that enables students to express individual or group thanks to the Host Employer/Industry.

The same format might be used for a cover letter.

Outline Students will demonstrate courteous behaviour by writing a letter of thanks to employers.

Suggested format and content of thank you letter. Letter to include student's Key Learning Points as identified in the "Reflection activity" (Resource 15).

User Schools (for information) and students (to complete)

Timing To be actioned within one week of completion of Work Inspiration program

Procedure This activity can be a group activity or an individual student activity.

On return to school (after completing Work Inspiration) the organising Work Inspiration teacher should provide each student with a copy of the "Reflection activity" Worksheet (Resource 15) and the "Thank you letter to employer" Template.

At the top of the Template the organising teacher should indicate whether the thank you letter is a group or individual activity. They should also include the name of the organising teacher and the deadline date for return of the completed thank you.

The teacher should then forward the thank you letters as attachments to the Host Employer/Industry as soon as possible after completing Work Inspiration, ideally within one week.

Suggested procedures:

- Individual letter to be emailed by student to the specified teacher for forwarding as attachment to the Host Employer/Industry contact
- Group activity – procedure as for Individual.