

Sample Mentor Thank You Letter

19 March 200?

Ms. ????????

Her/His Title

1234 Mulberry Drive

Whittier, CA 90601

Dear (Mr. Mrs. Ms.) _____:

I have sincerely enjoyed the information that you have provided me with this past school year. Given your very busy schedule, I know that it was not always easy or convenient for you to assist me and yet you gave so very generously of your time, knowledge and patience.

As a result of your knowledge and guidance, I have a much deeper understanding of _____(your topic). I have learned so very much from you that it is difficult to put into words how grateful I have been for your help. Everything that I have learned from you has helped me clarify my career goals/employment pursuits/etc.

Once again, thank you for your time and assistance this year. I wish you the very best and hope at some point in my career I can be as helpful as you.

Sincerely,

(Sign your name above and type your name here)