

## Sample Thank You Letter to Your Mentor

Date

Business Address

Dear (Mr. Mrs. Ms.) \_\_\_\_\_:

I have sincerely enjoyed the time that I have spent with you at \_\_\_\_\_. Given your very busy schedule, I know that it was not always easy or convenient for you to work with me, and yet you gave so very generously of your time, knowledge, and patience.

As a result of your expertise and guidance, I have a much deeper understanding of \_\_\_\_\_(career). I have learned a great deal from you, and your involvement has helped me create a successful project and presentation.

Once again, thank you for your commitment and assistance. My gratitude for your contribution to my future success as a \_\_\_\_\_ (career) is immeasurable.

Sincerely,

(Sign your name above and type your name here)