THANK YOU TEMPLATE

SUBJECT
Thank You

BODY

Dear ____________________________,

I am so grateful that you volunteered to be my mentor. Since connecting, you have helped me to (X), (y), and (z). Without your continued support, that may not have been possible.

I plan to continue working on the (skills/ideas) you suggested, in particular:

- (skill 1 with example)
- (strategy 1 with example)
- (etc.)

Again, thank you for your support and I hope to stay in touch.

Sincerely,
(Name)

Personalize the above as you wish or if you want to draft your own note and don’t know what to include, consider the following:

• **Handwritten notes make the most impact!**
• **Sincerity** - It sounds obvious, but make sure you are being sincere and not just using standard phrases without thinking of their meaning. A lack of sincerity can usually be sensed by the reader, which is why the template above has many places to be customized.
• **Specify** what you are thanking them for: a piece of advice, their time during busy season, etc. Even a 30-minute conversation is time they could have spent elsewhere!
• **Explain** how you plan to use their advice/suggestions.
• **Include a closing** whether it is reiterating “Thank you, again,” or signing off with “Best Regards,” or “Paws Up!”. Simply putting a dash before your name (-name) is highly informal.