

Writing a thank you note

If you're not used to writing thank you notes, use these samples to help yourself get started!

[DATE]

Alice-

I wanted to send a quick note to thank you for all of your help last week. Having staff members like you that I can always count on makes my job easier!

Have a great weekend!

Sincerely,
Scott

always date your correspondence

address the note

this note is a bit more "formal" and written to someone you might not know too well yet; it is completely positive while being short and sweet

because the note is brief, writing "thanks again" might seem redundant, so try to use a different positive phrase

even when handwriting a note, include a closing word or phrase followed by your name

[DATE]

Jack-

You're awesome! I've always known that, but once again you proved me right. Your help last week made meeting our deadline a snap. If I could clone you, I would!

Glad we get to work together,
Scott

if the staff member is a friend or someone you've known for a long time, a more fun approach can be taken

[DATE]

Mr. Brown-

I don't always say it, but thank you for all you do. Your help is always appreciated and makes me better at what I do.

Sincerely,
Scott

when writing an adult, like your adviser, short and simple still works just fine