



Thank You

Always remember to say thank you!

*Visit the website provided for more information on how to write thank you notes:
<https://emilypost.com/advice/complete-guide-to-writing-thank-you-notes>*

Sometimes it's easy to write off a heartfelt thank-you note. Other times, writer's block can set in—especially when you are staring down a large stack of them. Before you start, remember that thanking people needs to be about expressing thanks. Giving thanks shouldn't be a chore—and doesn't have to be if you make the effort to keep it interesting.

Thank you notes include a brief note, about four sentences, meant to express something you are grateful for. Be sure to say what you mean directly.



How to Write Your Thank You Note

Start with a salutation.

- Formal/Professional – Dear {{title}} {{last_Name}},
- Professional – Dear {{first_Name}} {{last_Name}},
- Close Professional/Social – Dear {{first_Name}},
- Social – Dearest {{first_Name}},
- Good friend – First name, Nickname, or Initials

Write the Body of Your Note

- First sentence: Thank them explicitly for the specific gift or act for which you are writing the letter.
 - I am so thankful/grateful for...
 - I want to say how much I appreciated...
 - I am writing this note to acknowledge...
 - I want you to know how much I value...
- Second Sentence
 - Personalize the note with an original thought about the things you are thanking for, the effort or thought behind it, what it means to you and the relationship.
- Third sentence
 - Pull the focus back and think about the future. Suggest future actions or direction or develop the thought from sentence two.
- Fourth sentence
 - Repeat the thanks or offer a concluding thought.

Closing Your Note

- Formal/Professional/Social – Sincerely
- Professional/Social – Best regards, Regards, All the best, Best, Respectfully yours, Cordially
- Social/Personal – Yours truly, Warmly, With great affection, With love, etc.

Examples of Thank You Notes

Professional Sample

Dear Carla Ramirez,

Thank you for taking the time to meet with me on Monday. I appreciated the opportunity to learn more about your team and look forward to working together over the coming year. Please feel free to reach out to me if I can help with anything during the transition. Thanks you again and I can't wait to get started.

Sincerely,

Daniel Senning

Social Sample

Dear Sandra,

Thank you so much for sending the new baby blanket you made for Tatum. It is simply the softest thing that has ever touched our little one, I don't know how you make such wonderful things. You are beyond thoughtful. I do hope that you will make time for a visit as soon as it is possible, we can't wait to see you in person. Thank you again for everything, we can feel the love from here.

Yours truly,

Aimee