**The Art of the "Thank You" Note**

**Professional thank you:**

Dear Samantha,

Thanks for chatting with me on Thursday evening about the Database Administrator job at Angry Chocolates. I was especially grateful for your explanation of the database integration project that Angry is going through now. I’m excited to learn more.

Thanks again for your time,

Charlotte Bronte

Mr. Williams,

Thank you for taking the time to interview me yesterday for the 9th and 12th grade ELA teaching position at Northern High School. It was a pleasure speaking with you, and learning about the position. I feel that Calvert County Public School District embraces the same educational values that I have as a teacher; I would love to have a chance to contribute to the school. Have a great day!

Sincerely,

**Money thank you**:

* Dear Vendors,

Please accept my heartfelt thanks for your gift donations. Our company picnic was a huge success, in part due to your help. The raffle was a hot item with your gifts as the prize.

Thank you for your generosity and your quality products!

Sincerely,

* Dear Kim and Frank,

I want to express my appreciation for your generosity in support of [name of cause here]. Your personal commitment was incredibly helpful and allowed us to reach our goal. Your assistance means so much to me but even more to [name of cause here]. Thank you from all of us.

Sincerely,

**Personal thank you:**

Dear Aunt Freida and Uncle Ted,

Thank you so much for the generous graduation gift. It will be well-used on my trip to Europe this summer. I was going to bring along my old backpack but now I'll be able to get a new one with all the bells and whistles. I can't wait to pick it out.

It was so thoughtful of you to remember me on my special day. Thanks again!
Love,

**Thank You Note Assignment**

**Directions**: Write two thank you notes. They must have different purposes based on your examples. Follow the provided tips for thank you notes and handwrite or type yours on a nice notecard/ stationary. Please avoid typing the thank you card unless your handwriting is illegible.

**DUE: Monday, 11/28, 2016**

First thank you note:

* Must have 3-4 meaningful sentences
* Must address the recipient of the note
* Must follow the tips and guidelines
* Must have a closing and signature at the end

Second thank you note:

* Must have 5-6 meaningful sentences
* Must address the recipient of the note
* Must follow the tips and guidelines
* Must have a closing and signature at the end

**Brainstorm:**

Recipients of professional thanks:

Recipients of monetary thanks:

Recipients of personal thanks:

**Thank You Note Do’s**

* **Handwrite the thank you note.** Don’t just apply these tips to your e-mail thank-yous. Although it would be easier to send an e-mail or type a letter, a handwritten thank you note is the most sincere and appreciated form of gratitude. The extra effort goes a long way.
* **Personalize it.** Not just in the personalized stationery, but in what you actually say. If you’re going to see the person in the future, refer to the event and say you’re looking forward to it. If the person gave you a silver picture frame, don’t simply thank them for it, but add, “I plan on using the frame for a wedding picture in my living room.”
* **Even if it’s late, send a note.** Don’t feel embarrassed. It’s better to send a late thank you than none at all.
* **Take your time.** An illegible note won’t do much good and neither will one with scratch marks all over it. Use a nice, fine point pen, so the ink won’t bleed or smudge. Traditionally, thank you notes are written in cursive. Sometimes this can look like a mess if your cursive is not up-to-par, so use your best judgment and do what you think looks best.
* **Send thanks for trivial things.** Why not? Whether it’s for a casual get-together or for a neighbor who collected your mail and watered your plants while you were gone, a hand-written note is the best way to show your appreciation. It may also ensure that you’ll get the invite or extra help in the future.

**Thank You Note Don’ts**

* **Don’t exaggerate.** Of course you can rave about a gift, but don’t lie about how much you like something. It may be obvious if you say, “The monogrammed soap is the most beautiful thing I have ever seen!” Most likely you’ve seen better, so simply say, “The monogrammed soap was very thoughtful and will be perfect for the powder room.”
* **Don’t be stiff.** Show your personality. It’s okay to use humor, sarcasm, or idioms to express yourself, as long as you’re not insulting the gift. If you’re questioning whether you should write a certain joke or phrase, ask yourself if you would say it in-person. Try to maintain the same tone with the person on paper as you would in-person. \*Personal notes only\*
* **Don’t refer to specific amounts of money.** These might seem like the hardest notes to write, but all you have to say is “I greatly appreciate your generosity. I hope to use the money to…” Just make sure the giver would support your money plans. Your great-aunt may not support a weekend getaway to Vegas, but she would understand a “much-needed vacation.”
* **Don’t ramble.** You may want to go on and on about how your new job is going, a family friend you ran into, or that new movie you saw, but don’t. Be concise. It is a thank-you note after all, so stick to the thanks. If you feel like writing more, write them a separate note to fill them in on your life and see how they’re doing.