

MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You Letter for Your Assistance

Dear _____ (Name of the Recipient)

With this letter, I would like to show my gratitude towards you for being a medical assistant at the _____ (Name of Place). It is a pleasure to work with you. I appreciate your work ethics and values. Throughout the past 3 years that I have worked with you, I have seen you put your duties before yourself. You always help create a light and positive work environment.

Thank you for choosing our clinic to work at and giving your 100% to your job. I am glad to have you as an assistant in my team. I also hope this experience was enriching for you too and we were able to reach your expectations. Looking forward to meeting with you soon.

Sincerely,

(Signature)