

*The sample below is an email thank-you letter.*

*To: [Recipient's Email ID]*

*CC: [Your Email ID]*

*Subject: Thank You For Being My Mentor*

*Respected Ms. [Recipient's Name],*

*Thank you for being my mentor and giving me the opportunity to train under you. Under your mentorship, I got the opportunity to develop practical skills. These skills helped me in securing a nurse job. You have provided an encouraging learning experience that significantly helped students like me. I also thank you for pointing out the mistakes that I made and providing solutions to them. These solutions have certainly helped me in improving my skills.*

*You have always answered all my queries during the training, be it a difficult or an easy question. Again, I thank you for giving me the opportunity to train under you. I look forward to meeting you at the earliest.*

*Yours truly,*

*[Your Name]*

*[Contact Number]*