

[Sender's Name]

[Sender's Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's College/University Name]

[Recipient's College/University Address]

Respected Mr. [Recipient's Name],

*I hope that you are doing well. I am writing this letter to express my sincere gratitude for giving me the practical exposure needed in the nursing field. The valuable techniques and knowledge that I gained under your supervision have tremendously helped in my nursing career. Thank you for that.*

*I also appreciate the tasks that you gave me during my training that helped me improve my skills. Your exemplary teaching skills made the concepts interesting and also helped me learn the concepts easily. Particularly, sharing your work-related situations made the learning very interesting. I again thank you for being an excellent mentor and also appreciate for giving me the necessary practical exposure needed for the nursing career.*

Yours sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]