

July 25, 2019

(Host's Title)

(Company name)

(Address )

Subject line: Thank You for the Job Shadowing Opportunity

Dear Mr./Ms. (Host's Name),

I want to extend my heartfelt thank you for providing me the opportunity to job shadow you for an entire week. It gave me a clearer understanding of what the (name of the trade) job demands.

The information that I received during the past week allowed me to clear my doubts and gain confidence. It will greatly help me in choosing my career.

Thank you once again for giving me time from your busy schedule and helping me take a closer look at the job. It was an invaluable experience for me.

Yours Sincerely,

X (Your name)