

March 20, 2018 (Date)

Mr. Tom White (Name)

Personnel Manager (Host's Designation)

AEC Accounting Firm

(Address)

Dear Mr./Ms. X (Name),

Thank you for having me as a job shadow for a month. I know it was an additional responsibility and took time away from your regular work. I am extremely appreciative of you giving me the opportunity.

It was a wonderful hands-on experience and I gathered so much useful information that I could use in my future accounting career.

After getting work exposure in your company, I became more confident about my career choice. Thank you for your valuable suggestions and guidance regarding the subjects I should choose.

Sincerely,

X (Student)

XYZ High School