

May 20, 2021 (Date)

Ms. Barbara June (Name)

Manager (Host's Designation)

Angel Consulting

(Address)

Dear Mr./Ms. X (Name),

I can't thank you enough for allowing me to job shadow you for two consecutive days. It was a great learning experience and helped me decide what I want to do in the future.

It was extremely kind of you to give your time and explain things in detail. It gave me a better understanding of business goals and the problem-solving approach used in the industry. I truly appreciate the friendly behavior of your staff.

It was a pleasure to spend two working days with you. Thank you once again for providing me with the opportunity to work with your reputed firm.

Sincerely yours

XYZ (St. Marks College)