

Subject: Letter of Thanks

Dear (insert name),

Thank you for being such a wonderful mentor. I am truly grateful that I got to learn under the guidance of someone like you. My very first days at the company would not have been easy if not for you. I felt like a fish out of water, but you took out time to advise and teach me. You were very busy yourself, but always helped me when I faced a problem. My transition from a student to an office worker was smooth because you were there to guide me through it.

I never felt excluded in the office because you included me in team discussions and dinners. My work at the company is good today because you corrected me whenever the need arose. You armed me with the knowledge that I use even today.

I can only hope to be as good a mentor to the new hires as you were. I will be sure to guide them to the best of my abilities and pass on all the knowledge they need.

Best wishes,

(insert your name)