

ADD SCHOOL LETTERHEAD AND LOGO

Date

Name

Business

Address

City, State, Zip Code

Dear (*Insert business contact name here*),

Thank you for participating in *Take Your Teacher to Work Day*. Career shadowing at your business was an excellent opportunity for me to experience your occupation in action. What better way to find out what a person does in his or her profession than to experience it firsthand! You have provided me with a realistic perspective of the work habits, attitudes, and job expectations in your profession. I anticipate using this newly acquired knowledge in my classroom to create a relevancy between classroom education and student career pathways. (*Insert something specific about the experience that would personalize your letter.*)

I look forward to sharing this shadowing experience and knowledge with my colleagues so they will be afforded this wonderful opportunity. Thank you for helping me prepare Sarasota County students for tomorrow...today!

Sincerely,

Teacher Name

Department

School