

Sample Letter of Congratulations: Recent Graduate

Date

Student
Street Address
Detroit, MI 48221

Dear []

Congratulations on your graduation this past weekend!

It was wonderful to see you walk across the stage at the graduation ceremonies Friday evening, a visible testament to your many achievements.

It has been a pleasure being able to assist you as you worked toward your xxx degree. Of course, your diploma will be sent once all grades and final paperwork are processed.

Please let me know if there is anything I can do for you now that you are officially a Ferris alum, especially as you undertake the job hunt.

Congratulations again, and all the best wishes for the future!

Sincerely,

Name
Title
Program/Department