

M. Sample Supervisor Thank-You Letter

(Letterhead or email)

DATE

NAME OF SUPERVISOR

TITLE

FULL ADDRESS

RE: Your (NAME OF PROGRAM) Candidate

Dear NAME:

Please accept my warmest thanks for the confidence you have placed in (NAME OF ASSOCIATION) in sending your employee, (NAME OF EMPLOYEE), to our (DESIGNATION) program. Classes began this week and we have an eager group of learners.

We understand that sending (FIRST NAME OF STUDENT) means that his or her work will either be delayed or shared by others. We also realize that you may also have made a financial commitment to this program. Please be assured that the curriculum will be valuable and immediately applicable on the job!

Thank you again. We look forward to (FIRST NAME OF STUDENT)'s program completion and passing of the final exam to officially earn the (NAME OF DESIGNATION) designation from the National Apartment Association Education Institute.

Sincerely,

YOUR NAME

TITLE

CONTACT INFORMATION