

Formal Job Shadow Thank You Letter

Subject: Thank You for the Job Shadow Opportunity

Dear [Mentor's Name],

I wanted to sincerely thank you for allowing me to shadow you at [Company/Organization Name].

The experience was incredibly insightful, and I gained valuable knowledge about [specific skills, tasks, or processes observed].

Your guidance and patience in answering my questions have inspired me to pursue a career in [Field/Industry]. I truly appreciate the time you took to share your expertise and allow me to observe your daily responsibilities.

Thank you once again for this invaluable opportunity.

Sincerely,

[Your Name]

[Contact Information]

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