Dear Arleigh Jones,

Thank you for letter me intern at your work cite. I appreciate everything you’ve done for me and helped me with along the way. I am glad you’ve decided to let me keep working with you after all! I’ve enjoyed getting to know everyone and learning more about automotives. Even though I’m a girl, I come in great help. Through this experience you’ve helped me learn more and more responsibilities and how to be more independent. If it were not for you, I’d still be clueless when it came to changing a tire. Thank you again for all your help and I can’t wait to continue working with you.

Sincerely,

Kaleigh Bates