

N. 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 (CREDENTIAL) program. Classes began this week and we have an eager group of learners.

We understand that sending (FIRST NAME OF STUDENT) means that (HIS/HER) work will either be delayed or shared by others. We also realize that you may have made a financial contribution to this program. Please be assured that the training offered in this course will be valuable and immediately applicable on the job!

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

Thank you again.

Sincerely,

YOUR NAME

TITLE

CONTACT INFORMATION