

Email –Thank You

Below is a template you can cut and paste into the body of an email to send separately to your Mentor, Significant Other, and Leader upon completion of your meeting after replacing the yellow highlighted sections with the appropriate information.

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Name,

Good Morning! Thank you for meeting with me on Date / Time to support my developmental as a leader.

I greatly enjoyed our conversation. Likewise, I learned a great deal about myself and insert what you learned during the conversation.

Thank you again!

Sincerely,

Name

Signature Block