Email Subject: Thank You

Dear insert name,

Thank you so much for taking the time to participate in a work-based learning opportunity with our students at the Academy of Theme on date/yesterday. Your support of the Academy provides students the opportunity to make better informed decisions regarding their futures. The students gained valuable insight into the professional world, and we hope that you benefitted from this experience as well.

We hope that you will continue to be in involved in our students’ future work-based learning activities. Optional: insert any upcoming events, if known.

Sincerely,

Name