**Thank You Note Expectations:**

* Blue or black pen/print
* Handwritten in LEGIBLE print on a thank you note card facing the correct orientation (bottom inside flap or entire inside flap) OR typed in a formal business letter format (your address, date, their address, salutation three paragraphs, closing, signature)
* -Handwritten notes will fill the entire thank you card while business format typed thank yous will be ¾ page minimum.
* A minimum of two to three SOLID EXAMPLES or points that stood out to you which you are thanking them for (detail, evidence, quotes, questions, NOTHING vague or FLUFFY!)
  + Consider noting who you are, your parents, your career plans etc. if they relate.
* NO grammar or spelling errors! Especially the person’s name to which you are sending
* -NO smudges, crossed out words or other errors that take away from your professionalism

**Hand Written Note Example:**

*Dear Agriscience Student,*

*Thank you for showcasing respect and responsibility by doing the right thing to write a thank you note. I appreciate that you are detailed and professional in your writing. I know that these experiences will help prepare you for more written communication and thank you notes later on in your life such as after graduation or a wedding. My favorite part of having you write notes is seeing you grow as a student, leader, writer and communicator all while showing appreciation to others. Thank you for taking the time thank our sponsors, donors, guest speakers and guides.*

*Sincerely,*

**

*Jamie Propson*

*MHS Agriscience Instructor*