Your Name  
Address  
City, State, Zip Code  
Phone Number  
Email

Date

Manager Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name,

Thank you so much for giving me the opportunity to work as a summer counselor at Sunshine Camp for Kids this summer. I worked with some excellent fellow counselors and met some inspirational children.

As a supervisor, your constant assistance and advice were invaluable. I always felt I could turn to you if I had any questions or concerns.

Once again, thank you for such an outstanding opportunity. This job has only increased my desire to work with children and to pursue a career in education. I am already counting down the days until next summer, and hope I can serve Sunshine Camp as a camp counselor once more!

Sincerely,

Your Signature (hard copy letter)

Your Typed Name