

Thank You Note Cheat Sheet

Start with "thanks."

- Thank you for...
- Many thanks for...
- A thousand thanks for...
- I'm so grateful for...

Add a detail or two.

- I can't wait to use what I learned about productivity.
- It meant so much to celebrate the launch with my friends.
- Your help made my day easier.
- Your leadership on this project helped us achieve our goals.

Wrap it up.

- Thank you--you rock!
- I hope we can collaborate again soon.
- We love having you as part of the [business] family.
- I'm proud to call you my colleague.
- Your willingness to share your time makes a difference to the families in our community.

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