



Classroom Speakers Program

EDUCATION

SAMPLE THANK YOU NOTES

Sample Thank You Email for Teacher to Send to Guest Speaker

Dear [insert name],

Thank you so much for taking time out of your busy day to visit my classroom to share your expertise with my students [insert date/yesterday]. The students gained valuable insight into your organization and careers. We hope it was a positive experience for you as well. The information you shared was very enlightening. Again, my sincere thanks for supporting this important career awareness activity. I hope that I can call on you again in the future.

Sincerely,
[Name]

.....

Sample Thank You Note or Email for Students to Prepare for the Guest Speaker

Dear [Mr. or Ms. Name],

Thank you for speaking to my class. [Add 2-3 sentences that describe your experience and what you learned during the presentation. Talk about how this experience may help you in school and in the future.]
Thank you again for the information you shared and for taking time to visit.

Sincerely,
[Your Name]

NOTE to Student- Please make sure that you use spell check before submitting the Note to your teacher.