



The background of the entire page is a watercolor-style floral pattern. It features various shades of blue and teal for the flowers, and brown and tan for the leaves and stems, all set against a light cream-colored background. The pattern is dense and covers the entire area.

HOW TO GUIDE

# 50 Ways to Say Thank You

BROUGHT TO YOU BY  
FRESH & LUCKY



# Showing gratitude is one of the simplest yet most powerful things humans can do for each other.

## **Why Should You Say Thank You?**

Being appreciated is the engine of motivation, both at work and in life, and saying thank you to the people around you will strengthen your relationships. You'll be amazed at how much a small token of appreciation will mean to family and friends, but also your customers, business partners, and colleagues. Showing that you care will make them care as well, and choose you over your competition any day!

# How to Share Your Gratitude

When people go out of their way to do something good for you, one of the most meaningful ways to express your gratitude is a handwritten thank you note. These small handwritten cards are proof that a little goes a long way if your words and thoughts are warm and genuine.

Your thank you note should go beyond “Thanks so much...” even if you are not exactly a wordsmith. And if you are at a loss for words don’t worry, below you will find all the thank-you-writing inspiration you need to perfect the art of saying “thank you.” And if you still feel like you can’t do it, sample messages await you.

## Timing

The old saying “better late than never” does apply here, but still, you don’t want to send your thank you note a year after you complete a contract, or a month after a job interview. The immediacy of your thank-you will reaffirm your appreciation of a job, person, or an event. So, ideally you should send it within a few days, or if time is tight (of course you’ll not spend your honeymoon writing thank you notes) you can do it in up to 2 weeks. Do bear in mind though, the unwritten rule is the sooner you reply the more you care!

## Means of Sending

A heartfelt thank you email or text is a nice gesture, but nothing beats a handwritten thank you note. Taking the time to write and mail a card gives the whole experience a more personal note and enhances the impact. In short, putting in the extra effort to send a handwritten note only goes to show how much you care.

## Length

Keep it short and sweet. As long as it's original and heartfelt, a message of around 150 words is all it takes to express your gratitude. At the end of the day, you're not writing an essay—a few meaningful sentences will do.

## Structure

It is important for the message to be original, and that means it all comes down to personal style, but there is still a general outline every thank you note should have.

- Greeting
- Give thanks for the present, meeting, job opportunity, etc.
- Acknowledge the gift or experience
- Say a word or two explaining how you enjoyed the experience or gift
- Compliment the giver's thoughtfulness / make a personal connection
- Express your gratitude once again
- Sign off

When you are thanking a prospective employer for an interview, the outline of your thank you note should be slightly different.

- Greeting
- Give thanks for the meeting, job opportunity
- Mention something specific about the interview
- Say a word or two on why you are excited about the opportunity
- Briefly explain why you'd be a good fit for the job
- Express your gratitude once again
- Add your contact information

# Grow Your Business by Saying Thanks

The 21st century offers exciting opportunities when it comes to growing a business. Apps do make it easier to communicate, connect, and advertise. And while we are grateful for these technological advances, sometimes you stand out with a more personal touch. In an era where even job interviews are done virtually, sending an actual handwritten thank you note is what will set you apart. Sure, anyone can send generic thank you emails to all of the contacts on their contact list, but is the effect the same? By sending a handwritten thank you note you are showing your clients they are more than just numbers to you, and chances are they will reciprocate the favor via repeat business.

## Rules to Write an Effective Business Thank You Note

### **Personalize the Note**

Addressing the customer personally is the way to go. General greetings like “Dear Customer” will just spoil the authenticity of the whole process, and addressing them by their last name might be too formal. Instead, address your customer by their first name. This will show them that the thank you note was done exclusively for them, and will reinforce the idea that you care about them.

### **Hand Write the Note**

Yes, typing is quicker, but faster isn't always better. Handwritten notes are far more impactful and let the customer know you took your time to write them. Those 2 minutes you spend writing a note might translate into a long term relationship.

### **Keep it Short and be Sincere**

The thank you note should be short and impactful. A few words of appreciation for their support and purchase will make the customers' day! And if you have some extra time on your hands, you can look up what the customer purchased and further personalize the note with this information.

### **Overt Promotion is a No-No**

The customer will sense if you are using the thank you note to sell them something, so avoid anything that overtly points to purchasing again. Remember, the thank you note is a relationship building tool, not an ad slot.

### **Offer Your Unconditional Assistance**

End your thank you note in a positive way. Let your customer know that should they have any questions or concerns they can contact you any time.

## **Saying Thank You To a New Customer**

There's no second chance to make a first impression! And there's no better way of leaving one than with a thank you note. A thank you note will show your customers that your business is giving them a VIP treatment. Seeing that you went through the trouble of customizing a special note just for them helps customers feel special and well taken care of.

#### **Casual Tone**

*Dear [First name],*

*Thank you so much for visiting us and making your first purchase! Now you are a proud member of the [Business name] family. We're glad that you found what you were looking for—and that you found it with us! We pride ourselves on happy customers, so if you think we can better your buying experience in any way don't hesitate to contact us! We look forward to seeing you again. Have a great day!*

*Cheers,*

*Your friends at [Business name]*

### **Formal Tone**

Dear [First name],

*Our sincere thanks for choosing us and making your first purchase at [Business name]! We value your support and hope that our [name of product] will serve you well. We pride ourselves on satisfied customers, so if you think we can improve your buying experience in any way please don't hesitate to contact us. We look forward to seeing you again. Have a great day!*

*Best Regards,  
Your friends at [Business name]*

## **Saying Thank You To a Repeat Customer**

Of course you want to attract new customers, but don't make the mistake of taking your regular customers for granted! It is these customers that should be most valued because they keep returning back to you. And not only that, if you keep them satisfied they will become your ambassadors, and we all know the power of word-of-mouth advertising.

### **Casual Tone**

Dear [First name],

*Thanks for being our valued customer! Your unwavering support and loyalty are what makes us strive for perfection (you must admit we're pretty close ;)). None of it would have been possible without you! If you have any concerns or questions you know how to reach us. Till next time!*

*Cheers,,  
Your friends at [Business name]*

### **Formal Tone**

Dear [First name],

*We're writing to express our heartfelt gratitude for being our valued customer for the past [period of time]. None of our milestones would have been possible without loyal customers like yourself. Your unwavering support is the very engine of our company and we can't thank you enough for [using our services/ buying our products] and helping us grow. See you soon!*

*Sincerely,  
[Business name]*



## To the -nth customer (e.g. 1000th customer)

Thanking the -nth customer allows you to showcase your growth by establishing a close relationship with your customers. There's something about being the 100th, 1,000th or 10,000th customer that gives people bragging rights, inspiring them to share this information with friends and family. This, means more people, aka prospective customers, will hear about your business.

### *Casual Tone*

*Dear [First name],*

*Wow!!! We've got some exciting news to share: you're our [nth] customer! It's been an amazing journey and we'd like to thank you for being a part of it! If there's anything you need we're always here. We look forward to seeing you again. A million thanks!*

*Cheers,,*

*Your friends at [Business name]*

### *Formal Tone*

*Dear [First name],*

*We're so pleased to share this exciting news: we've reached our [nth] customer, and it's you! Thank you for choosing us.. We pride ourselves on satisfied customers, so if you think we can improve your buying experience in any way don't hesitate to contact us. We eagerly look forward to seeing you again. Many thanks.*

*Sincerely,*

*[Business name]*

## To an Employee

A great salary and excellent working conditions are not the only things that motivate employees to keep up the good work. More often than not they want to hear how invaluable their work is to you, or better still, read it in a thoughtful thank you note! Yes, a single thank you note might help to lower turnover rates and, in turn, increase retention rates of your employees. Here are some handy examples.



### Casual Tone

Dear [First name],

*Words can't describe how much you're appreciated. But I'm giving it a shot :) Thank you for being such a dedicated and valuable employee. It's amazing how you always find a way to go the extra mile. ! You set the bar high for all your coworkers. Thanks for the hard work and enthusiasm—you're an inspiration!*

Sincerely,  
[Your name]

### Formal Tone

Dear [First name],

*Thank you so much for your hard work and dedication! Your exceptional work ethic and team spirit make us proud to have you here at [Company name]. Thanks for everything you are doing for the company. It is much appreciated!*

Sincerely,  
[Your name]

## To a New Business Partner

Thank you notes will go a long way towards cementing new business relationships and creating goodwill. Sending someone a thank you note will let them know you are someone worthy of doing business with, and will ensure a positive start to what is hopefully a long-lasting partnership.

Dear [First name],

*I'm so pleased to be working with you. I would like to sincerely thank you on behalf of everyone at [Company name] for becoming part of our extended family. We will strive to meet your expectations, and we are positive that our partnership will prove to be mutually beneficial. I look forward to a long and fruitful relationship between our two businesses. Thank you, again!*

Yours truly,  
[Your name]

# Real Estate Agents

If you are in the real estate business, you probably meet hundreds of people on a weekly basis. We'll go out on a limb and say that writing a thank you note to each and every one of them seems a bit tiresome. But, writing a simple thank you note will be beneficial in the long run, and it can turn leads into actual buyers.

## *After They've Signed On As A Buyer*

Dear [Client name],

*I can't tell you how thrilled I am that we'll be working together! Thank you for trusting me to find the home of your dreams. I am confident that I will get you happily settled. I will do my best to make this a successful, stress-free buying experience for you. If you need anything you can contact me any time!*

Regards,  
[Your name]

## *After You've Won The Listing*

Dear [Client name],

*I can't tell you how thrilled I am that we'll be working together! Thank you for trusting me to sell your house. I am confident that the whole process will go smoothly. You can rest assured this will be a productive sale. Should you need anything don't hesitate to contact me any time!*

Regards,  
[Your name]

## *After Close of Escrow*

Dear [Client name],

*I hope your new house is starting to feel like a home! I just wanted to express my gratitude for choosing me as your realtor. It was a pleasure working with you and being a part of this all-important process. I wish you many happy moments in your new home! Please don't hesitate to call me if I can be of service to you or any of your friends and family.*

Regards,  
[Your name]

## Service People (Plumbers, Electricians etc.)

If you are offering your own services (plumbing, repairs around the home etc.), you wouldn't be surprised if you got a thank you note from a satisfied customer, right? Well, why don't you surprise them with your very own thank you note. A few words of appreciation for choosing you over the competition might make your clients spread the word your top notch. It's best to send the thank you note about a week after the job is done.

*Dear [Client name],*

*Thanks for picking my company to work on (INSERT JOB). I hope your house feels more like a home now! If you have any questions about the work call me on my cell [number]. If you are happy with the service please spread the word. We're growing and looking for more great clients like you. Thanks for all your support!*

*Regards,*

*[Your name]*

# Celebrate the People Who Made Your Celebration

## Weddings

The day you dreamt of your whole life is over, and it was perfect! Now it's time to thank all the people that attended your wedding and made it all the more special. Now, if the thought of writing 100+ thank you notes scares you, we have something to tell you: wedding thank you notes can be short and sweet. Adjust these samples a tiny bit and you'll have your very own heartfelt message to spread around.

### For Wedding Gifts

#### *Casual Tone*

*Dear [guest's name]*

*Thank you for helping us tie the knot even more securely! Our big day wouldn't have been the same without you there, and our lives would certainly not be the same without [the gift] you brought us. We will [cherish; use] it until we're old and wrinkled. We never doubted your taste. Thanks again!*

*Feeling spoiled,  
Jane and John*

#### *Formal Tone*

*Dear [the name]*

*Thank you for being a part of our happily ever after! Our special day wouldn't have been the same without all of our loved ones there. We are so grateful to you for the [adjective] [gift], and we look forward to [using it for years to come; treasuring it as a beautiful wedding memento]. Your thoughtfulness and creativity moved us. Thank you again!*

*Warmest regards,  
Jane and John*

## For Wedding Cash Gifts

### *Casual Tone*

*Dear [guest's name]*

*Thank you for helping us tie the knot even more securely! Our big day wouldn't have been the same without you there, and our lives would certainly not be the same without your generous gift. We've got some ideas on how to spend it. You sure know what makes the world go round! Thanks a million!*

*Feeling spoiled,  
Jane and John*

### *Formal Tone*

*Dear [the name]*

*Thank you for being a part of our happily ever after! Our special day wouldn't have been the same without all of our loved ones there. We are so grateful for your generous gift and look forward to [adding it to our honeymoon fund, using it to put a down payment on an apartment, etc]. Your thoughtfulness moved us. Words alone cannot express how grateful we are!*

*Warmest regards,  
Jane and John*

## Showers

### **Baby Showers**

Your friends and family gathered together to shower you with love, support, and gifts, before you receive the greatest gift of all - your baby. Now, that warm-fuzzy feeling that comes over you is not only the excitement of being a mother, but also the feeling of gratitude towards all these caring people. And, the best way to express it is by sending your baby shower attendees a thank you note! While you may fall short of words to express your feelings and happiness, we have some useful wording below to help you kickstart the journey that is thank-you-note writing.

### Casual Tone

Dear [the name]

*Oh my goodness! You are the sweetest friend ever! You're spoiling my baby already! Thank you so much for [the gift] you gave us. We can't wait to use it once the little bundle of joy (or trouble ;) ) arrives. I'm sure my baby will love you as much as I do.*

*Kisses,  
Jane*

### Formal Tone

Dear [the name]

*I'm so happy you came to my baby shower to help celebrate this new chapter in my life. It was wonderful to see you, and we love [the gift] you gave us! I'm so blessed to have you in my life and honored that you will also be a part of my child's.*

*Love,  
Jane*

## Bridal Showers

As the bride to be, sending a thank you note is probably the last thing on your mind. But the people that made all that partying possible deserve a few words of appreciation. Regardless of whether you are thanking the people that hosted the shower, or those that attended it, a sweet handwritten thank you note goes a long way.

### Casual Tone

Dear [the name]

*Thank you for making my super cool bridal shower even more fun! It wouldn't have been the same without you there. And that amazing cashmere throw blanket [the gift]! You really do know me! Can't wait to see you at the wedding.*

*All my love,  
Jane*

### **Formal Tone**

*Dear [the name]*

*Thank you so much for attending my bridal shower. It wouldn't have been complete without you! I can't thank you enough for being a part of my life and for sharing such a wonderful gift with John and me. We will use it and cherish it for a long time!*

*Forever grateful,  
Jane*

## **Religious Celebrations**

### **Bar Mitzvah / Bat Mitzvah**

Becoming accountable for your actions also means you are responsible for writing your own thank you notes. When all your friends and family are there to celebrate this special day in your life, writing a word or two to thank them is the least you can do.

*Dear [the name]*

*Thank you so much for attending my [Bar/Bat] Mitzvah and helping me celebrate this important milestone. Your being there made it all the more special, and your thoughtful gift means the world to me. Thanks again for everything!*

*Many hugs,  
[your name]*

### **Christening**

This is a very important religious event in the life of the baby and the parents. And everyone who came deserves a small token of appreciation. A simple thank you note will mean a lot to your friends and family.

*Dear [guest's name],*

*Thank you for sharing in the joy of baby [name]'s baptism. It was even more meaningful with you there. We cannot tell you how grateful we are for your wonderful gift. Baby [name] is lucky to have people like you in his/her life.*

*Thank you for your love and support!  
Jane and John*



# CAREER AND EDUCATION

## After Winning a Scholarship

The fact that you have received a scholarship speaks volumes about your academic credentials and extracurricular commitments. It's also proof of the generosity of a caring person willing to support the educational endeavors of students like yourself. Expressing your gratitude will not only cement your image with the scholarship sponsor, but it will also motivate them to continue supporting high-achievers. The appropriate thing to do is send a thank you letter, but as long as it's heartfelt and to the point, a thank you note will do as well.

*Dear [the name]*

*Words cannot express how honored I am to be the recipient of the [the name of the scholarship] award. It is because of your generosity that I will be able to fulfill my dream of completing my education at [University name]. This award goes a long way in relieving much of my financial stress, thus allowing me to focus on the most important part of the studies: learning. I will continue to strive for perfection with the hope that one day I will be able to help students just as you have helped me. Your generosity is truly inspiring and I can't thank you enough for your kindness.*

*Sincerely,  
[your name]*

## For a Recommendation Letter

Recommendation letters play a vital part in higher education and future employment. Regardless of whether you're applying for college, searching for scholarships, or applying for a new job position, more often than not these letters determine the outcome. It's the people writing these letters that describe your skills and abilities, the ways in which you stand out, they are your advocates

and they deserve your gratitude. A simple thank you note will showcase your appreciation for the time and energy they've spent singing your praises.

*Dear [the name]*

*Thank you for taking the time to craft such a glowing letter of recommendation to support my application to [University name]. I really could not have asked for a more powerful, well-thought out recommendation. I'm keeping an eye out for any news and I'll be sure to keep you updated on whether or not I got in. Thanks again for your assistance. It is much appreciated.*

*Sincerely,  
[your name]*

*Dear [ name]*

*Thank you for taking the time to craft such a glowing letter of recommendation to support my job application. Your powerful, well-thoughtout recommendation paved the way for numerous interviews and job offers. The kind words of a respected man/woman like yourself played a significant role in helping me obtain the opportunity I was seeking. I want to express my deepest gratitude once again for assisting me. If I can be of any service to you in the future, please don't hesitate to reach out.*

*Sincerely,  
[your name]*

## For an Internship

When you are interning at a company, be it as a student or as a prospective employee, ending your internship on a positive note will pave the way for great job opportunities. And the best way to show your deep appreciation for the company or organization is to write a thoughtfully crafted thank you note. Offering your sincere thanks to the internship supervisor and/or the people you have worked with for the opportunity to gain job experience and develop your skills will be very much appreciated. What's more, receiving a thank you note from you will make them associate you with positive feelings and make you stand out.

*Dear [name]*

*Thank you so much for the incredible opportunity to intern at [Company name]. It was a wonderful experience and it was made possible by your help and guidance. Working alongside professionals like yourself made me even more certain that I would like to pursue a career in [\_\_\_\_\_]. Over the course of the internship, I have gained skills and experiences that will be invaluable for my future education/career endeavors. Thank you again for your suggestions regarding my future education/career. I am truly grateful for the opportunity.*

*Sincerely,  
[your name]*

## For an Interview

All the hours spent to prepare for a job interview, the great impression you left, the affirmative smile on the interviewer's face, will amount to nothing if you don't write a follow up thank you note. It's what seals the deal after an interview. Not only does it set you apart from other candidates, but it also showcases your continued interest and willingness to excel at what you do. Writing a thank you note might be just what turns a prospective employer into an actual one.

*Dear [interviewer name],*

*Thank you so much for taking the time to speak with me about the [job title] position. I truly enjoyed learning more about the position and the company. Your description of the responsibilities helped me gain a better understanding of the job position itself and reinforced my desire to work with you. The job seems to be an excellent match for my skills and interests. [insert explanation of why you'd be a good fit for the job]. Thank you again for the opportunity to interview, I look forward to hearing from you regarding this position. Please don't hesitate to contact me should you have any additional questions!*

*Best regards,  
[Name]  
[Email address]  
[Phone number]  
[LinkedIn URL]  
[Website URL]*

# For saying farewell (when leaving a job or moving out)

All the hours spent to prepare for a job interview, the great impression you left, the affirmative smile on the interviewer's face, will amount to nothing if you don't write a follow up thank you note. It's what seals the deal after an interview. Not only does it set you apart from other candidates, but it also showcases your continued interest and willingness to excel at what you do. Writing a thank you note might be just what turns a prospective employer into an actual one.

*Dear [name]*

*I would like to thank you for the opportunity to become a member of the [Company name] team over the past [period working there]. You have been an amazing manager and supervisor, and I really appreciate everything you taught me during this stage in my career. I realize that my success is closely connected with your continuous guidance, and I am extremely grateful for all your support. I wish you the very best in all your endeavors.*

*Sincerely,  
[your name]*

*Dear [name]*

*As you know, today is my last day here at [Company name]. I would like to thank you for all the good times we've had over the [period working there]. We really made a great team! I will cherish your friendship and support forever. I wish you all the best! Keep in touch!*

*Sincerely,  
[your name]*

# TO THE PEOPLE THAT MAKE A DIFFERENCE IN YOUR LIFE

## To Hospital Staff

*To the staff of [Hospital name],*

*I would like to express my appreciation for your care and all you did for me during my hospital stay. The work you do is so important, and you excel at it in every way possible! Your efficient service, patience, and kindness will never be forgotten. Thank you so much!*

*Sincerely,  
[Your name]*

## To Donors

*Dear [name of individual/ organization]*

*I want to extend my sincere gratitude for your generosity in support of [name of cause]. The work we do would not have been possible without you. Thanks to contributors like yourself we were able to [raise the money we needed, gather the supplies we needed]. Please accept my heartfelt thanks once again.*

*Sincerely,  
[Your name]*

## To a Pastor

*Dear Pastor [name],*

*I just wanted to take a moment and thank you for your spiritual guidance and unconditional support. With your love and good advice, you keep helping us to be better people. Words cannot express how deeply my family and I appreciate all that you have done for us. You will always hold a special place in our hearts.*

*God bless,  
[Your name]*

## To an Army Member/Veteran

*Dear [name],*

*Thanks for keeping us safe! We admire your courage and dedication. Your service and sacrifice mean the world to us. We are forever in your debt for all that you've done for this country. Thank you!*

*Sincerely,  
[Your name]*

## To a Coach

*Dear coach,*

*I just wanted to thank you for being the amazing coach that you are. Your encouragement and motivation help me reach new heights and make me always strive for more. I hope one day I can inspire people as much as you have inspired me. You are my role model. Thank you!*

*Sincerely,  
[Your name]*

# To an Instructor

*Dear [name],*

*Thank you for your guidance, patience, and friendship. I enjoyed my [dancing, yoga, language classes etc.] with you. I appreciate every compliment and constructive criticism you gave me. I have learned so much from you and I look forward to learning more. I am grateful to have such a dedicated and caring guide. You are the epitome of a good instructor! Thank you!*

*Sincerely,  
[Your name]*



# FRIENDS AND FAMILY

Thank you notes are part of social etiquette, but while it sure feels good to get a thank you note after an event you attended, or a gift you presented, these are somewhat expected. So, why don't you go out of your way to tell the people around you how much they mean to you? A few warm words will surely make their day better and will show them how much you care.

## To a Significant Other

*Dearest [name],*

*I just can't tell you how lucky I am to have you in my life! You are handsome (beautiful), caring, and so smart. I hit the jackpot when I found you! Thank you for always being there.*

*Love always,  
[Your name]*

## To Friends

*Dearest [name],*

*Thank you for putting up with me all these years! From parties to libraries, from tears to joy, from gossip to meaningful conversations I can't imagine my life without you! Thank you for giving meaning to the word friendship.*

*XOXO,  
[Your name]*

# To Family

*Dearest [name],*

*They say you can't choose your family. Thank goodness mine is this cool! I just wanted to say how lucky I am to have you. You've been with me through thick and thin and your love and affection has helped shape me into the person I am today. Thank you and I love you!*

*Hugs and kisses!*

*[Your name]*

# AFTER A FUNERAL

Writing thank you notes in a time of grieving is a very difficult task indeed. But it is important to acknowledge the support from the people that stood by you and helped you get through the day. A sympathy thank you note can contain just a simple sentence or two, and a family member may write it on your behalf.

## To Attendees

*Dear [name],*

*Thank you for coming to [deceased's name]'s funeral. I am grateful that you were there to offer your support. Hearing your memories of [deceased's name] at this difficult time offered us some welcome comfort.*

*Fondly,  
[Your name]*

## To The Clergy Member Who Presided Over The Service

*Dear Reverend / Pastor/ Father [name],*

*Thank you for your services at the funeral of [deceased's name], We will forever appreciate your spiritual counsel and assistance during this difficult time for our family.*

*Sincerely,  
[Your name]*

# To Someone Who Read at The Service

*Dear [name],*

*Thanks for the beautiful eulogy you prepared for [deceased's name]'s funeral. We are forever grateful that you could speak for us. You found all the words to describe our beloved [deceased name] and his/her path. You expressed everything we didn't have the strength to, and for that we thank you from the bottom of our hearts.*

*Eternally grateful,  
[Your name]*