

Insert [DATE]

Insert [STUDENT'S FULL NAME]

Insert [ADDRESS]

Insert [CITY, STATE, ZIP CODE]

Dear Insert [STUDENT'S FIRST NAME],

I would like to take this opportunity to thank you for volunteering to assist our [Insert (DEPARTMENT NAME)] at [Insert (FERRIS LOCATION)]. Although we are unable to hire you as a paid employee, we would like to acknowledge your assistance and extend our appreciation for the time and energy involved in supporting our program.

I'm certain that the experience you will receive from your efforts will be beneficial as you work toward your educational, personal and career goals.

Sincerely,

Insert [HIRING MANAGER'S NAME]

Insert [HIRING MANAGER'S TITLE]