

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Mentor's Name]  
[Mentor's Position]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the invaluable support and guidance you provided during my on-the-job training.

Your mentorship has significantly enriched my learning experience, and I am truly appreciative of the time you dedicated to helping me develop my skills. The insights you shared and the constructive feedback you offered have been incredibly beneficial in shaping my professional growth.

Thank you for being patient and encouraging, and for sharing your expertise. I feel fortunate to have had you as my mentor during this pivotal stage in my career.

I look forward to staying in touch and hope to apply everything I learned from you in my future endeavors.

Warm regards,

[Your Name]