

Port Colborne High Secondary School  
Cooperative Education

## LETTER of APOLOGY

The body of the letter of apology to your workplace supervisor upon termination of your placement should consist of the following:

**Content:**

Start by formally thanking the employer for providing you the opportunity to gain practical and valuable experience in the workplace. Your apology comes next and should be heartfelt and sincere. You should also try and end on a positive note - you may want to say something about the things you did learn that you will carry forward with you; your hope that the experience would not turn them off future Coop students etc.

You need to provide your Coop teacher with two copies of this letter. One to be sent to the placement supervisor and one for your file.

Your letter should be in a traditional format.

<p>Date</p>  <p>Employer's Name Address (including postal code)</p>  <p>Dear <u>supervisor's name</u>:</p>  <p style="text-align: center;">Body of Letter</p>  <p>Yours truly,</p>  <p>_____ Sign your name</p>
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