

PATHWAY RESOURCE: Unexpected Notes of Gratitude Example

In Issue 010, our “Do This Now” advice is to get into the habit of regularly writing unexpected notes of gratitude - whether big or small, if someone helped you or showed you kindness you can stand out by taking the time to say thank you. Below are a few simple templates to give you a starting point - be sure to use your own words and make them personal.

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Dear **[insert name]**,

I so appreciated your help with **[insert what they did]** earlier this week. I wanted you to know that it meant a lot to me and I'm grateful for your friendship. Thank you!

If there's ever anything I can do to return the favor, please just say the word.

Wishing you the best in the year ahead!

[insert name]

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[insert name],

I know we haven't connected in a while, but I was reflecting on our time together and wanted to tell you how much I appreciated your kindness. You were always quick to offer support when needed and I knew I could count on you.

[insert specific example]

I hope you're enjoying your **[insert current job/company/etc.]**. If you're ever in **[insert your city]**, please look me up - I'd love the chance to catch up in person.

Wishing you the best,

[your name]