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advice women can trust
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Dear [Mr./Mrs. Last Name],

I am writing to let you know how grateful I am that you took the time to listen to me when I asked for an opportunity to voice some concerns. The fact that you were willing to take time out of your schedule and hear me out means a lot, as well as the fact that you truly seemed to care. The information and suggestions that you provided were very useful, and I feel much better about the issues we discussed. Just knowing that my supervisor cares enough to listen helps me realize that I am working for a good company and that I have a great boss. While I don't tell you often enough, I really do appreciate you.

Sincerely,

[Your signature]