

MICRO *Lessons in Etiquette*

Do People Still Write Thank You Notes? Should you?

- ❖ In the last two decades this etiquette has changed! Prior to the 21st Century, the only form of acceptable Thank You was a handwritten note. Now it is perfectly acceptable to email, text, or call with your message of gratitude.
- ❖ Handwritten notes are still a good gesture in the business world to show good character. These are the most important times to use them:
 - After a job interview, write the potential employer
 - After being referred business, write the referral source
 - After acquiring an account, write the new client
- ❖ In social settings, thank you messages are wonderful ways to express gratitude and kindness. They are also used to let others know a gift was received. Because of the latter, you should always send a note asap.