

# Internship Completion Letter Format - Thank You Letter

[Your Company Letterhead, if applicable]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Intern's Full Name]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Full Name],

Subject: Thank You for Your Internship Contributions

As your internship with [Your Company Name] comes to a close, I want to express my sincere gratitude for your outstanding contributions during your time with us.

Your dedication, hard work, and positive attitude have not gone unnoticed. From the very beginning, you demonstrated a strong commitment to learning and adapting to the dynamics of our team. Your willingness to take on challenges, contribute fresh perspectives, and collaborate effectively with the team significantly enriched our work environment.

Throughout your internship, your contributions to [mention specific projects or tasks] were invaluable. Your keen insights and proactive approach to problem-solving demonstrated a level of professionalism beyond your years of experience. The positive impact you've had on our team will be remembered and appreciated.

Enclosed with this letter is a certificate of completion, recognizing your successful internship and the positive mark you've left on [Your Company Name]. We believe the skills and experiences gained during this period will undoubtedly contribute to your future success.

Once again, thank you for your dedication and hard work. We wish you continued success in your academic and professional endeavors. If there are ever opportunities for collaboration in the future or if you require any further assistance, please don't hesitate to reach out.

Best wishes for your future!

Warm regards,

[Your Full Name]

[Your Title/Position]

[Your Contact Information]

[Company Seal, if applicable]