

# Internship Completion Overview

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Intern's Name] has successfully completed their internship at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] worked in the [Department/Field] and contributed to various projects including:

- [Project/Task 1]
- [Project/Task 2]
- [Project/Task 3]

Throughout the internship, [Intern's Name] demonstrated [his/her/their] skills in [mention skills or qualities], and showed great dedication towards [his/her/their] work. [He/She/They] was an asset to our team, and we are grateful for [his/her/their] contributions.

We wish [Intern's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]