

Internship Conclusion Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally conclude my internship at [Company Name], which started on [Start Date] and ended on [End Date]. I would like to take this opportunity to express my gratitude for the invaluable experience I gained while working with the team.

Throughout my time here, I learned [mention specific skills or experiences], which have greatly contributed to my professional growth. I appreciate the support and mentorship from my colleagues, which played a significant role in my development.

Thank you once again for the opportunity. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]