

Internship Wrap-Up Documentation

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Internship Wrap-Up Summary

Dear [Supervisor's Name],

I hope this message finds you well. As my internship at [Company Name] comes to an end, I would like to take this opportunity to summarize my experiences and express my gratitude.

Internship Overview

During my time as an intern, I worked on various projects including [list key projects or tasks]. I gained valuable skills in [mention skills or tools].

Key Accomplishments

- [Accomplishment 1]
- [Accomplishment 2]
- [Accomplishment 3]

Learning Experience

This internship has provided me with insights into [describe what you learned]. I have also appreciated the opportunity to [mention any interactions or networking].

Expressing Gratitude

I want to thank you and the team for your support and mentorship throughout this journey. I am grateful for the learning environment and guidance provided.

Looking forward, I hope to apply the skills and knowledge I have gained in my future endeavors.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]

[Your Contact Information]