

Letter of Acknowledgment

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We would like to take this opportunity to thank you for your invaluable feedback during your internship with us at [Company Name]. Your insights regarding [specific areas of feedback] have provided us with a clearer understanding of our processes and potential areas for improvement.

We appreciate your contribution and the effort you put into your work. Your feedback is crucial in helping us create a better environment for future interns and improving our overall operations.

Thank you once again for your dedication and commitment during your time at [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]