

Letter of Acknowledgment

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to formally acknowledge and express my gratitude for the invaluable learning opportunities provided during my internship at [Company Name]. The experience has greatly enhanced my skills and understanding of [specific technologies or skills].

Working alongside such talented professionals has been inspiring, and I appreciate the guidance and support I received throughout my tenure. The projects I participated in, particularly [mention specific projects or responsibilities], have significantly contributed to my professional growth.

Thank you once again for this wonderful opportunity. I look forward to applying what I have learned in my future endeavors.

Sincerely,

[Your Name]