

Letter of Appreciation for Internship Experience

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

I am writing to express my heartfelt appreciation for the time and effort you dedicated to your internship with [Company/Organization Name]. Your contributions during your tenure have been invaluable to our team.

Your ability to [mention specific skills or projects they excelled at] not only showcased your talent but also greatly improved our efficiency. Your enthusiasm and willingness to learn made a significant positive impact on our workplace culture.

We hope that this experience has been as rewarding for you as it has been for us. Please remember that you are always welcome to reach out to us in the future, and we wish you all the best in your career.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]