

Letter of Appreciation

Date: _____

To: [Intern's Name]

[Intern's Address]

Dear [Intern's Name],

I would like to take this opportunity to express my heartfelt appreciation for the outstanding contributions you made during your internship with us at [Company Name]. Your responsibilities included [mention specific responsibilities], and you executed them with great commitment and professionalism.

Your ability to [mention specific skills or tasks] truly stood out, and your efforts have positively impacted our team. We recognized your enthusiasm and willingness to learn, which is commendable.

Thank you once again for your hard work and dedication. We wish you all the best in your future endeavors and hope to keep in touch.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]