

Letter of Appreciation

Date: [Insert Date]

Dear [Intern's Name],

We are thrilled to express our sincere appreciation for your outstanding contributions during your internship with us at [Company Name]. Your dedication, hard work, and commitment have not gone unnoticed.

Throughout your time here, you have demonstrated remarkable skills and a proactive attitude that have significantly benefited our team. Your ability to take on challenges and your enthusiasm for learning have made you an invaluable asset.

We are excited to offer you a full-time position at [Company Name], as we believe that your talents will continue to thrive and contribute to our ongoing success.

Once again, thank you for your hard work and dedication. We look forward to welcoming you to the team in your new role!

Best regards,

[Your Name]

[Your Position]

[Company Name]