

# Internship Closure Announcement

Dear [Intern's Name],

We would like to formally announce the conclusion of your internship with [Company Name] on [Date]. We truly appreciate your hard work, dedication, and contributions during your time with us.

Please feel free to reach out if you need any references or assistance as you move forward in your career.

Wishing you all the best in your future endeavors!

Best Regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]