

# **Subject: Conclusion of Internship - [Your Name]**

Dear [Supervisor's Name],

I hope this message finds you well. As my internship with [Company Name] is drawing to a close on [End Date], I wanted to take a moment to express my gratitude for the incredible experience I have had.

Throughout my time here, I have learned invaluable skills and gained insights into [specific field or industry]. I truly appreciate the support and guidance you have provided, as well as the opportunities to contribute to various projects.

I am excited to take what I have learned into my future endeavors and look forward to staying in touch. Please let me know if there are any final tasks you would like me to assist with before my departure.

Thank you once again for everything!

Sincerely,  
[Your Name]  
[Your Contact Information]