

Internship Finalization Note

Date: [Insert Date]

To: [Intern's Name]

From: [Your Name]

Subject: Finalization of Internship

Dear [Intern's Name],

We are pleased to inform you that your internship at [Company/Organization Name] has been successfully finalized. Your contributions during your time with us have been invaluable, and we appreciate the effort and dedication you have shown.

As part of the finalization process, please ensure that you complete any outstanding tasks and submit your final report by [Insert Due Date]. Additionally, we would like to invite you for an exit interview to discuss your experience and gather feedback.

We wish you all the best in your future endeavors and encourage you to stay in touch.

Best regards,

[Your Signature]

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]