

# Internship Wrap-up Letter

Date: [Insert Date]

Dear [Supervisor's Name],

I hope this message finds you well. As my internship at [Company Name] comes to a close, I wanted to take a moment to express my gratitude for the opportunity to work alongside you and the amazing team.

During my time here, I have learned [briefly list key skills or experiences], which I believe will be immensely beneficial as I move forward in my career. I appreciate the support and guidance you provided throughout my internship.

Please let me know if there is anything further I can do to assist in wrapping up my projects or if I can provide any feedback based on my experience.

Thank you once again for this invaluable experience. I hope to stay in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile URL (if applicable)]