

Internship Wrap-Up Notification

Date: [Insert Date]

Dear [Intern's Name],

We hope this message finds you well. As you approach the conclusion of your internship with [Company Name], we want to take a moment to acknowledge your contributions and achievements during your time here.

Your last working day will be [Insert Last Working Day]. Please ensure that all your assigned tasks and responsibilities are completed by this date. We would also appreciate your feedback on your experience, which will help us improve our internship program.

We will be holding a wrap-up meeting on [Insert Date & Time] to discuss your experiences and gather your insights. This will also be a great opportunity for us to highlight your accomplishments.

Thank you for your hard work and dedication throughout your internship. We wish you all the best in your future endeavors!

Sincerely,

[Your Name]

[Your Title]

[Company Name]