

Internship Agreement Closure Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that your internship with [Company Name] has come to a successful conclusion as of [End Date]. We appreciate your hard work and dedication during your time with us.

Throughout your internship, you have demonstrated valuable skills in [mention relevant skills or tasks], and your contributions have made a positive impact on our team.

Please find attached a certificate of completion for your internship, which you can include in your portfolio or resume.

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

Thank you once again for your time and effort.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]