

Internship Completion Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

To whom it may concern,

This letter serves to confirm that [Intern's Name] has successfully completed their internship at [Company Name] from [Start Date] to [End Date]. During this time, [he/she/they] has contributed to [Brief Description of Contributions].

We wish [Intern's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]