

Internship Completion Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Subject: Internship Completion Letter

Dear [Intern's Name],

We are pleased to confirm that you have successfully completed your internship at [Company Name] from [Start Date] to [End Date]. During your time with us, you contributed significantly to [mention projects or tasks].

Your dedication, hard work, and enthusiasm were greatly appreciated by our team. We hope that the experience you gained during your internship will be beneficial for your future career pursuits.

We wish you all the best in your future endeavors. Please do not hesitate to reach out if you need any recommendations or assistance.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]