

Internship Completion Notice

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that you have successfully completed your internship with [Company Name] from [Start Date] to [End Date]. Throughout your time with us, you have demonstrated dedication and commitment to your assigned tasks.

Your contributions in [briefly mention projects or roles] have been invaluable, and we appreciate the effort you put forth in all your responsibilities.

As a token of our appreciation, we will provide you with an official certificate of completion, which you can use for your future endeavors.

We wish you all the best in your future pursuits and hope you stay in touch!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]