

Final Report on Internship Completion

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally communicate the completion of my internship at [Company/Organization Name] as part of my [Degree/Program Name] at [Your Institution's Name]. This report outlines my experience and the contributions I made during my time at the organization.

Internship Overview

During my internship from [Start Date] to [End Date], I worked in the [Department/Team Name] under the supervision of [Supervisor's Name]. My main responsibilities included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Key Learnings

Through this internship, I gained valuable insights into [mention key learnings and skills acquired]. This experience has helped me enhance my [specific skills or knowledge relevant to your field].

Conclusion

I would like to express my gratitude to [Supervisor's Name] and the entire team at [Company/Organization Name] for their support and guidance. I am looking forward to applying what I have learned in my future endeavors.

Thank you for the opportunity.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution's Name]