

Internship Completion Notice

Date: [Insert Date]

To Whom It May Concern,

This letter is to formally notify that [Intern's Name] has successfully completed their internship at [Company Name]. The internship commenced on [Start Date] and concluded on [End Date].

During this period, [Intern's Name] demonstrated exemplary skills in [mention relevant skills or tasks]. Their contributions significantly aided our team and we appreciate their hard work and dedication.

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]