

# Internship Conclusion Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally conclude my internship at [Company Name], which commenced on [Start Date] and concluded on [End Date]. I would like to express my gratitude for the invaluable experience and knowledge I gained during this period.

Throughout my internship, I had the opportunity to work on various projects, including [Briefly describe key projects or responsibilities]. These experiences not only enhanced my skills but also provided me with a deeper understanding of the [Industry/Field].

I appreciate the support and guidance provided by my supervisor, [Supervisor Name], and the entire team. Their mentorship has significantly contributed to my professional growth.

Thank you once again for this incredible opportunity. I look forward to staying in touch and hope to apply what I have learned in my future endeavors.

Sincerely,  
[Your Name]