

Internship Completion Acknowledgment

Date: [Insert Date]

To Whom It May Concern,

This letter is to formally acknowledge the successful completion of the internship by [Intern's Name] at [Company Name] from [Start Date] to [End Date].

Throughout the internship period, [Intern's Name] has demonstrated a strong commitment to learning and contributing to our team. [He/She/They] have successfully completed assigned projects, participated in team meetings, and exhibited a proactive approach to challenges.

We appreciate the hard work and dedication that [Intern's Name] has shown during [his/her/their] time with us and are confident that [he/she/they] will excel in future endeavors.

Thank you for your attention to this acknowledgment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]