

# Letter of Appreciation

Recipient Name

Recipient Title

Company Name

Company Address

Date

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for the guidance and support you provided during my internship at [Company Name]. Your mentorship was invaluable to me, and I learned so much under your supervision.

Your insights into [specific skills or topics] were particularly enlightening and have greatly influenced my professional development. I am grateful for the time you invested in helping me navigate my projects, and for your willingness to share your expertise.

Thank you once again for your encouragement and for believing in my abilities. I look forward to applying what I have learned and hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]