

Letter of Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to express my sincere appreciation for your hard work and dedication during your internship at [Company/Organization Name]. Your contributions have significantly impacted our team, and we are grateful for the energy and enthusiasm you brought to your role.

Your skills in [mention specific skills or tasks] were evident throughout your time with us, and your commitment to [mention any specific projects or initiatives] has not gone unnoticed. The initiative you took to [mention any specific achievement] has made a lasting impression on both your colleagues and me.

We wish you the best in your future endeavors, and we hope you continue to excel in your career. Should you ever need assistance or recommendations, please do not hesitate to reach out.

Thank you once again for your hard work.

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]