

Letter of Appreciation

Date: [Insert Date]

Dear [Intern's Name],

We would like to take this opportunity to express our heartfelt appreciation for your dedication and hard work during your internship with us at [Company Name]. Your contributions were invaluable, and you demonstrated exceptional skills and a strong commitment to our team's success.

Your ability to [mention specific skills or projects] was impressive and greatly benefited our organization. We are particularly grateful for your [describe a specific achievement or contribution], which showcased your talent and initiative.

As you move forward in your professional journey, we are confident that you will carry the same drive and passion in all your future endeavors. We are proud to have had you as part of our team and we wish you all the best in your career.

Once again, thank you for your contributions. Please keep in touch!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]