

Internship Completion Acknowledgment Letter

Date: [Insert Date]

To,
[Intern's Name]
[Intern's Address]
[City, State, Zip Code]

Dear [Intern's Name],

We would like to formally acknowledge the successful completion of your internship with us at [Company Name]. Your internship period from [Start Date] to [End Date] has been completed satisfactorily.

During your time here, you contributed positively to our team. Your hard work and dedication have not gone unnoticed and we greatly appreciate the efforts you have made.

We wish you all the best in your future endeavors and hope you succeed in your career.

Thank you for being a part of [Company Name].

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]