

Internship Finalization Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the finalization of my internship with [Company Name] for the period of [Start Date] to [End Date]. I am grateful for the opportunity to gain invaluable experience and contribute to your esteemed organization.

Throughout this internship, I have developed my skills in [Specific Skills/Areas], and I appreciate the support from the team and guidance provided by my supervisor, [Supervisor's Name].

Thank you once again for this opportunity. I look forward to applying what I have learned in my future endeavors.

Sincerely,

[Your Name]