

# Internship Program Completion Notice

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Dear [Intern's Name],

We are pleased to inform you that you have successfully completed the internship program at [Company Name]. Your internship period lasted from [Start Date] to [End Date]. During this time, you have shown dedication and commitment to your assigned tasks.

Your contributions to [specific projects or tasks] were invaluable, and we appreciate your hard work and enthusiasm. We believe that the skills you've developed during your internship will serve you well in your future endeavors.

As a token of our appreciation, we would like to offer you a completion certificate. Please find it attached with this notice.

Thank you once again for your contributions to [Company Name]. We wish you all the best in your future career and endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]