

Internship Completion Confirmation

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm the completion of your internship at [Company Name]. You have successfully completed a total of [number of hours] hours from [start date] to [end date].

During your time with us, you have demonstrated [mention key skills or contributions]. Your efforts have been greatly appreciated, and you have made a positive impact on our team.

We wish you all the best in your future endeavors, and we hope that the skills you acquired during your internship will serve you well as you move forward in your career.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]