

Internship Completion Statement

Date: [Date]

To Whom It May Concern,

This is to certify that [Intern's Name], a student of [University/College Name], has successfully completed an internship at [Company Name] from [Start Date] to [End Date].

During this period, [he/she/they] worked in the [Department/Position] and contributed to various projects including [briefly list key projects or responsibilities]. [Intern's Name] demonstrated [mention key skills or attributes, e.g., strong work ethic, teamwork, etc.].

We appreciate [his/her/their] efforts and wish [him/her/them] the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]