

Internship Conclusion 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 conclusion of my internship at [Company Name] from [Start Date] to [End Date]. I want to express my sincere gratitude for the opportunity to learn and grow within your organization.

During my time at [Company Name], I gained valuable insights and hands-on experience in [specific skills or tasks]. The guidance and support from you and the entire team were instrumental in enhancing my professional development.

Thank you once again for this incredible opportunity. I hope to stay in touch and perhaps collaborate in the future.

Sincerely,

[Your Name]