

# Internship Completion Notification

Date: [Insert Date]

Dear [Supervisor's Name],

I am writing to formally notify you that I have completed my internship at [Company Name] as of [Last Working Day].

During my time here, I have gained invaluable experience and skills in [mention specific tasks or skills, e.g., project management, team collaboration, etc.]. I am truly grateful for the opportunity to work with such a talented team and for your guidance throughout my internship.

Thank you for supporting my professional development, and I hope to stay in touch moving forward.

Sincerely,

[Your Name]

[Your Contact Information]