

Internship Graduation Notice

Date: [Insert Date]

To: [Intern's Name]

From: [Your Organization's Name]

Subject: Internship Graduation Notice

Dear [Intern's Name],

We are pleased to inform you that you have successfully completed your internship with [Your Organization's Name]. Your dedication and hard work during your time with us have greatly contributed to our projects and team dynamics.

As a token of appreciation and recognition, we would like to invite you to a graduation ceremony held on [Insert Date] at [Insert Location] starting at [Insert Time]. A certificate of completion will be awarded to you during this event.

We hope to see you there to celebrate your achievements and the valuable experiences gained during your internship.

Best regards,

[Your Name]

[Your Job Title]

[Your Organization's Name]

[Contact Information]