

Letter of Appreciation

Date: [Insert Date]

Dear [Intern's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere appreciation for the remarkable skills and contributions you brought to our team during your internship at [Company/Organization Name].

Your dedication and eagerness to learn were evident from day one. Throughout your time with us, you developed critical skills in [specific skills, e.g., project management, teamwork, communication], which significantly benefited our projects.

We are particularly impressed with your work on [specific project or task]. Your ability to [describe specific quality or skill demonstrated] showcased your potential in the field.

Thank you once again for your hard work and commitment to excellence. We wish you all the best in your future endeavors and hope to see you achieve great success.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]