

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt appreciation for the opportunity to intern at [Company Name] over the past [duration of internship]. This experience has been invaluable for my personal and professional growth.

During my time with the team, I learned [specific skills or experiences]. The support and guidance I received from you and my colleagues have significantly enriched my understanding of the industry.

I am truly grateful for the experience and would love to stay connected as I continue my career journey.

Thank you once again for everything!

Sincerely,

[Your Name]